

Budget Template

School or Department Name

Line item	Sign
Revenue	
1 Tuition/Fees (undegraduate)	<positive>
2 Financial aid (undegraduate)	<negative>
3 Tuition/Fees (graduate)	<positive>
4 Financial aid (graduate)	<negative>
5 Gifts (unrestricted/undesigned)	<positive>
6 Sponsored research (indirect cost recovery)	<positive>
7 Endowment income	<positive>
8 Other revenue (from those listed in items 1--7, such as space rental)	<positive>
9 <i>Total Revenue</i>	<positive>
Direct Expenses	
10 Faculty salaries (full-time faculty)	<positive>
11 Faculty benefits (full-time faculty)	<positive>
12 Adjunct salaries and benefits (full-time faculty)	<positive>
13 Staff salaries (non-administrative)	<positive>
14 Staff benefits (non-administrative)	<positive>
15 Administrators' salaries (faculty and non-faculty leadership)	<positive>
16 Administrators' benefits (faculty and non-faculty leadership)	<positive>
17 OTPS, controllable	<positive>
18 OTPS, uncontrollable	<positive>
19 Graduate student support/stipend	<positive>
20 Debt service	<positive>
21 Other expenses	<positive>
22 <i>Subtotal</i>	<positive>
Indirect Expenses	
23 Allocated expenses	<positive>
24 University initiatives	<positive>
25 <i>Subtotal</i>	<positive>
26 <i>Total Expenses</i>	<positive>
Transfers	
27 Transfer in	<positive>
28 Transfers out	<negative>
29 Subsidy from/(Contribution to) University Common Fund	<either>
30 <i>Total Transfers</i>	<either>
31 <i>Net Income After Total Expenses and Net Transfers</i>	<either>
Supplemental Data	
32 Tenured/tenure-track faculty FTE headcount	
33 Continuing faculty FTE headcount	
34 Adjunct faculty FTE headcount	
35 Staff FTE headcount	
36 Undegraduate student headcount	
37 Graduate student headcount	
38 Research expenditure (only sponsored reserach)	



NYU Budget Template

Glossary



Primer

1. Budgets are prepared on the accrual basis of accounting

- a. Revenues are resources expected to be earned - though not necessarily collected in cash - in the coming fiscal year
- b. Expenses are resources expected to be used in the coming fiscal year

2. Direct costs are:

- a. Incurred within a school or department, or
- b. Costs of resources that are directly used for research, teaching, and student services

3. Indirect costs are:

- a. Assigned to a school or department from “central”, or
- b. Costs of resources not directly used for research, teaching, and student services

Tuition/fees

1. Two line items - “Tuition/fees” and “Financial aid”
2. Financial aid is applied directly to tuition = a direct reduction in “sticker price”
3. When applicable, tuition/fees and financial aid may be broken down by program (graduate versus and undergraduate programs)

Other revenue

1. Can include anything - gifts, space rental, etc.
2. Gifts should have their own line
3. If on an operating budget, gifts should be unrestricted/ undesignated - an operating budget connotes that they can be used for any purpose
4. Sponsored research = recovery of indirect costs associated with research
5. Endowment income = returns on a school's or department's endowment investments, if applicable

Direct expenses

1. Administrator's salaries/benefits should have their own lines; faculty serving as full time administrators should be counted as administrators
2. Staff should be separated from administrators, who should only include the leadership of the school
3. Salaries/benefits of adjunct faculty should be separated from full time faculty (T/TT and continuing)

Direct expenses

1. OTPS = “other than personal services” = everything that isn’t faculty or staff salaries/benefits (classroom fees, rent, travel, utilities, etc.)
2. Schools or departments may choose to characterize some of OTPS as “controllable” and some as “uncontrollable” depending on whether they have discretion over it
3. Graduate student support/stipend should include teaching assistants and research fellows supported on the operating budget and not from extramural sources
4. Debt service = interest on debt

Indirect expenses

1. Allocated expenses = indirect costs allocated to schools and departments for “central” functions - central administration, the library, IT, payroll, etc.
2. University initiatives = indirect costs allocated to schools and departments for university-wide initiatives; this may take the form of a percentage of gross tuition

Transfers

1. Transfers in and Transfers out may be vis-a-vis elsewhere in the school or department (e.g., a school's own capital fund) or vis-a-vis central. For example, this may include costs related to money transfers for faculty services across schools, or capital costs incurred by a school toward central
2. Subsidy from/ (Contribution to) University Common Fund = "subvention" or "tax"