

Revenue & Expense Budget Guidelines

**Information for the Preparation of
FY 25 Revenue and Expense Budgets**

Fact Sheet - Revenue & Expense budgets

- The Lehigh University general revenue & expense budget submission formats for all indexes is similar to previous years. Instructions for multiple or single index format for submission can be found on the next few pages.
- The employee benefit rate to be charged to non-research index (Banner index) ledgers 2, 3, 4, 5, 6 and 9 is 39% of all applicable salary codes and 8% of wage codes. The Ra/Ga/Ta with No FICA estimated Health Insurance Subsidy Rate is 5.32%. The Ra/Ga/Ta with FICA estimated Health Insurance Subsidy Rate is 13.32%. Research rate determination is not expected until June. Please check with the Office of Research for the appropriate rates.
- For FY 25, there will be 5.0% change in the spending per share rate. The rate for FY 25 will be adjusted to \$7.940 per share. The appropriate spending amount has been automatically calculated and printed in the proposed column on the budget sheet.
- The administrative fee for revenue producing activities and LTS software implementations will remain at 4.5%. Revenue Producing Activities include short courses, seminars, conferences, athletic games, facilities rentals, etc.
- There is no standard increase for expense categories. Consult with your vice president or dean as to whether they are authorizing any change (flat dollar amount or percentage change).
- Please coordinate with the Budget Office regarding the process of submitting new year salary and expense budgets.

Instructions

- Please use the following link to access the most recent version of Desktop (<https://lts.lehigh.edu/technology/luapps-virtual-software>).
- The information on the forms includes index, description, financial manager and current base expense budget amounts. The base budget is the original budget adjusted by any permanent revisions authorized to date (in most cases the base budget is identical to the original budget). Based on directions given by your respective dean and/or VP, you should project the amount of each revenue and expense line item in the column headed Proposed Budget (New Fiscal Year).
- Endowment Indexes (account code 50390) have already had the income calculated and printed on the “FY 25 Expense Budget Sheets” based on the spending policy. Any questions concerning this policy should be directed to the Treasurer’s Office.
- Rounding of numbers - All budget requests **must** be rounded to \$10 multiples (for example, list \$16.50 as \$20). If there should be an oversight of this request, the Budget Office will round numbers appropriately during the approval process.
- To make budgeting easier for the large group of expense items that make up general operations, many account codes have been collapsed into one budget account code (i.e. 71000 and 72600). You may use the specific account codes, if you choose, but certain Banner screens may not be a easy to read.
- Additional space is also provided to accommodate other budget account codes to record other expense areas.
- Once you have recorded the dollar amounts for each budget code area, you should total the Proposed Budget (New Fiscal Year) column. Notes may be included on your submission. Do not delete any columns from the download.
- Please submit revenue & expense budgets to the **Budget Office at inbud@Lehigh.edu by March 11, 2024**. Also, provide forms for any closed or inactive indexes with an appropriate notation.



Desktop Finance Database (ecrptp)

EXIT
DATABASE

Note: Data for all reports is refreshed every night

To access the information needed to submit revenue and expense budgets, please go into Budget Spreadsheets and Reports

*Banner
Finance
Reporting*

- Monthly Reports
- Budget Status Reports
- Fund Balance Reports
- Grant and Plant Fund Reports
- Transaction Detail and Summary Reports
- Endowment Reports
- Miscellaneous Reports
- Budget Spreadsheets and Reports
- Department Specific Reports

NOTE: You only need to perform the Refresh process below at the beginning of each fiscal year or when you copy a new version of the database.


THIS PROCESS MAY TAKE 2-3 MINUTES TO COMPLETE. PLEASE BE PATIENT.

Enter 2 or 3 digit Org Code -

Then click here to -

Multiple Index Upload Spreadsheet

Main Menu Budget Spreadsheets and Reports

 **LEHIGH UNIVERSITY** **Budget Spreadsheets and Reports** [Back to Main Menu](#)

Budget Year: 2025 Budget Base: 24BASE Next Year: BUDG25 Period

Select Org Code OR Enter 6-digit Index Enter Financial Manager last name

Spreadsheets to Submit to Budget Office Budget Worksheets Verify Budget Upload Approved Budgets Comparative Reports

Forward completed spreadsheets on diskette or as email attachments to the Budget Office for uploading.
Be sure to enter Revenue budgets in Account Codes 5xxxx as positive amounts as displayed in the Current Base column.

Select an ORG CODE or enter a 6-digit INDEX above for Unrestricted Budgets then click on the buttons below to create Excel spreadsheets for entering budgets.

Select an ORG CODE above for Restricted Budgets then click on a button below to to create Excel spreadsheets for entering budgets.

Enter a FINANCIAL MANAGER NAME above and then click on the buttons below to create Excel spreadsheets for entering budgets.


Unrestricted Budget Spreadsheet by Org or Index	Unrestricted Budget Spreadsheet by Org or Index with YTD	Restricted Budget Spreadsheet by Org	Restricted Budget Spreadsheet by Org with YTD
Unrestricted Budget Spreadsheet for Financial Manager	Unrestricted Budget Spreadsheet for Financial Manager with YTD	Restricted Budget Spreadsheet for Financial Manager	Restricted Budget Spreadsheet for Financial Manager with YTD

2xxxxx upload

3xxxxx, 4xxxxx,
5xxxxx, 6xxxxx
or 8xxxxx

Single Index Worksheet

Main Menu Budget Spreadsheets and Reports

 **Budget Spreadsheets and Reports** [Back to Main Menu](#)

Budget Year: 2025 Budget Base: 24BASE Next Year: BUDG25 Period

Select Org Code OR Enter 6-digit Index Enter Financial Manager last name

Spreadsheets to Submit to Budget Office **Budget Worksheets** Verify Budget Upload Approved Budgets Comparative Reports

Select an ORG CODE or enter a 6-digit INDEX above and then click on the buttons below to create Budget Worksheets.

Unrestricted Budget Worksheets by Org or Index **Restricted Budget Worksheets by Org or Index**

Enter a FINANCIAL MANAGER NAME above and then click on the buttons below to create Budget Worksheets.

Unrestricted Budget Worksheets for Financial Manager **Restricted Budget Worksheets for Financial Manager**

2xxxxx upload



3xxxxx, 4xxxxx,
5xxxxx, 6xxxxx
or 8xxxxx



Explanation of Budget Indexes

- 3xxxxx (auxiliary)
 - These indexes are to be budgeted based upon the estimate of revenue & expense (includes salary & wage) activity expected to occur during the fiscal year. These are expected to result in a balanced budget (sources = uses)
- 4xxxxx and 5xxxxx (restricted)
 - For departments with restricted funds, budget data is to be submitted for all indexes which support departmental programs, activities, and equipment needs through the procurement of grants, gifts, and endowment. While it is clearly recognized that these funds are earmarked for department purposes, they are secured in the name of Lehigh University and reported through the university financial records system. It is, therefore, imperative they are budgeted to accurately project the financial plan for the fiscal year. Because expenditures from restricted indexes are dependent upon such factors as accumulated balance, anticipated receipts, endowment earnings, etc., no specific percentage increase is applicable. Expenditure estimates are to be made upon best estimate of resources available and intended use during the fiscal year. All restricted indexes are expected to be budgeted, resulting in a **zero** activity balance. These are expected to result in a balanced budget (sources = uses)
- 6xxxxx (designated)
 - These indexes are to be budgeted based upon the estimate of program activity to take place during the fiscal year. The special nature of these indexes allows the budgeting of revenue and expense. All designated indexes, except for clearing indexes expected to be budgeted, resulting in a **zero** activity balance. These are expected to result in a balanced budget (sources = uses)
- 8xxxxx (affiliated)
 - These indexes are to be budgeted based upon the estimate of revenue & expense (includes salary & wage) activity expected to occur during the fiscal year. These are expected to result in a balanced budget (sources = uses)