

UCAR Finance and Administration

Budget and Finance

February 23, 2009

Memorandum

To: UCAR G&A, Facilities, and Communications Budget Administrators
From: Dee Huddle, Justin Young
Subject: FY2010 Indirect Rate Submission Budget Guidance

The FY2010 Indirect Rate Proposal is due to NSF by June 30, 2009 this year under the terms of our approved extension. Budget templates have been updated and will be forwarded to budget administrators on February 23, 2009. The completed templates will be due to the UCAR Budget Office on **April 3, 2009**.

The template format (prior year actuals, current FY budget, new FY budget) will be the same. To facilitate budget development by those who prefer to budget at the detail level, the templates will also contain the account key level budgeting area that you have used in the past.

Guidance applying to the preparation of the FY2010 indirect cost pools is as follows:

- The salary increase percentage to use for FY2010 is **3.9%**. Work time should be estimated at 85%. To aid you in calculating the salary and benefit budgets, we have included a worksheet with all of the current positions in your area and have loaded the amounts into the templates for each account. Please review all positions for accuracy as this is snapshot as of January 31, 2009.
- For budget planning purposes, please use the benefit rate of **51.9%** (Full benefits) and **9.3%** (Reduced benefits) pending the development and approval of the FY2010 benefit rates. The UCAR budget office will update templates with the FY2010 proposed benefit rates once final rates are available.
- Please look to reduce materials and supplies, purchased services, and travel budgets when possible. If an increment above FY2009 is requested please provide an adequate justification. Each template workbook will include a non-salary worksheet for these categories.
- Equipment estimates should be based upon demonstrated need without regard to prior budgets except as a guide to necessary replacement. Interest charges and anticipated depreciation associated with equipment purchases should be included in the FY2010 budgets. The UCAR Treasury Office has distributed guidance for general purpose capital expenditure request cycle. FY2010 Bond Financing requests were due to the UCAR Treasury Office on February 20, 2009 and will be reviewed during the March President's Council meeting.
- Please detail any increments or budget changes in the notes section within each account template.

Justin Young (x2127) and Dee Huddle (x2128) will be available to work with you individually should you need assistance so please don't hesitate to give us a call.

CC: Melissa Miller
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