**SMHS FY 2017 Budget Guidelines**

**Budget Meeting Agenda**

1. A review of salary budgets by person for Faculty and Staff per McBud position control
3. A review of FY 16 one time investments/expenses.
4. A review of proposed FY 17 one time investments/expenses.
5. A review of overall operating budget per McBud reports.

**General Guidelines for the FY 17 Budget**

- In general, FTE growth will remain flat to FY16 actual levels. All new & replacement positions must be justified with a substantive one paragraph memo explaining the necessity and financial impact of the requested position.

- Non-compensation spending in FY17 should not exceed current levels excluding any one time expenses.

- Please keep in mind that the University is strongly advising that Schools keep discretionary travel, entertainment and memberships to a minimum. Therefore, careful consideration should be given to “needs vs. necessities”.

- Overtime should only be budgeted and justified based on specific operational needs, and should be summarized in a separate schedule for submission with the budget.

- Faculty & staff merit increase of 3%  Resident merit increase of 2%. Note: Preceding merit raises are not final until approved by the Board of Trustees.

- Fringe Benefits will be budgeted automatically at the existing 25% rate of for full time faculty, residents, & staff and 8.3% for part time faculty and staff.

- Research intensive TN and TT faculty in the Basic Science departments are expected to have a minimum of 50% effort on extramural funding.

- Research faculty are expected to have a maximum of 5% effort on the department to allow for grant proposal development.

- Departmental level membership and subscription expenses will be evaluated to mitigate redundancy with electronic holdings.

- Purchased services must be justified based on specific needs, and by vendor when possible.

- A template can be found on the SMHS Finance website to capture detailed information related to specific budget categories. [http://smhs.gwu.edu/about/administrative-office-directory/finance-policies-forms](http://smhs.gwu.edu/about/administrative-office-directory/finance-policies-forms)