

## Budget Report

On the first of the month you will receive an email which is a budget report that will be sent monthly to all department heads. If you have any questions, please feel free to call me and I can look up any detail. Anytime you would like an updated report just email me. Below is an explanation of the report

### Columns (from left to right):

- **Fund:** (budget dollar's fall into one of these broad categories) 141100 Operating (includes academic depts), 143000 Wellness & Student Center, 143200 Athletics, 144000 Child & Family Development Center, 145000 Board and 146000 Residence Halls
- **Group Type:** Revenue, Payroll and Direct Expenditure
- **Type:** each "Type Description" has an associated "type" #
- **Type Description:** A more detailed explanation of the line item
- **FY 17 Activity:** This is last fiscal year's total expenditures (7/01/16 through 6/30/17).
- **Adj Budget:** This is the current fiscal year's budget (7/01/17 through 6/30/18), which includes original budget and any transfers made since the previous report.
- **YTD Activity:** This is what has been spent from the budget to date.
- **Commitments:** This is purchase orders that have been obligated, but not yet paid.
- **Avail Balance:** This the balance of Budget left to spend, (i.e., Adj Budget - YTD Activity and Commitments = Avail Balance
- **%Avail:** This is the Avail Budget as a percentage that is left to spend

### Revenues: (not all departments have revenue)

- 52 Tuition & Fees: fees charged for allied health clinicals, material fees, nursing exams, dental fees, room rentals, etc. This will not include any tuition or lab fees, because those are not assessed by program.

### Payroll Expenditures:

- 61 **Full-Time Permanent:** FT Salary, Per Diem and Medical Buyout.  
 62 **Part-Time Personnel:** This is for both part time employees, Additional Educational Services Agreement (AAES) adjuncts, Tutors and Running Start.  
 63 **Overtime:** hours worked over 40, Shift Differential  
 66 **Benefits:** taxes, retirement and insurances

### Direct Expenditures:

- 71 **Operating Expenses:** office and classroom supplies, and equipment less than \$5,000 per expense  
 72 **Food Expenses:** food for advisory board meetings  
 73 **Rents and Leases:** Smokestack Lease and Airgas Rentals  
 74 **Utilities:** electric, water, natural gas  
 75 **Software License Maintenance:** renewal of software, maintenance agreements on equipment, and repair of equipment  
 76 **Organization Dues:** accreditation fees and memberships  
 78 **Equipment Expense:** Equipment that cost \$5,000 or more  
 7C **Service Agreements:** Contracts with non-employees, education service agreements and coaches  
 7D **Own Forces Maintenance:** Materials for projects that NHTI maintenance department performs  
 7N **Contractual Repairs:** Services of buildings and grounds that outside contractors perform.  
 7F **In State Travel Expenses:** any travel expense within the state  
 7I **Out of State Travel:** any travel expense outside of NH  
 7K **Staff Development:** any tuition or registration fee  
 7M **Marketing:** i.e. TV, newspaper, brochures  
 7X **Bad Debt Expense:** uncollected tuition and fees  
 7Z **Banking Services:** banking and credit card fees

[BudgetReportDescrip\\_1/18/18](#)

Dept Code: 14NUR

SYSTEM  
Operating Statement for Dept Nursing for FY21

PAGE: 1  
DATE: OCTOBER 27, 2020

Fund	Group Type	Acct Type	Type Description	FY20 Activity	Adj Budget	YTD Activity	Commitments	Avail Balance	%Avail
141100	Revenues	52	Tuition & Fees	224,921.00	243,775.00	114,125.00	.00	129,650.00	53.18
*****									
	Group Total:			224,921.00	243,775.00	114,125.00	.00	129,650.00	
	Payroll Expenditures	61	Full-Time Personnel	871,957.19	922,330.00	255,944.39	.00	666,385.61	72.25
		62	Part-Time Personnel	153,642.48	166,000.00	25,585.06	.00	140,414.94	84.59
		66	Payroll Benefits	366,415.54	427,604.00	113,570.87	.00	314,033.13	73.44
*****									
	Group Total:			1,392,015.21	1,515,934.00	395,100.32	.00	1,120,833.68	
	Direct Expenditures	71	Operating Expenses	95,938.67	123,670.00	54,394.32	.00	69,275.68	56.02
		72	Food Expenses	.00	100.00	.00	.00	100.00	100.00
		75	License & Service Agreements	255.00	2,255.00	579.00	.00	1,676.00	74.32
*****									
		76	Membership Dues	5,226.00	6,160.00	4,935.00	.00	1,225.00	19.89
*****									
	Group Total:			101,419.67	132,185.00	59,908.32	.00	72,276.68	

RPTNAME: FXRDEPT  
Dept Code:  
Campus Code:  
Report by:

14NUR  
SYSTEM  
[M\_KIRBY]