

Northern Kentucky University
Office of the Vice President for Enrollment & Financial Planning
Lucas Administrative Center 832B
Office: (859) 572-6488 Fax: (859) 572-6129
e-mail myersr@nku.edu

MEMORANDUM

December 8, 2003

TO: Department Heads

FR: Becky Myers

RE: Annual Reconciliation of the Budgeted Position Base

Attached for your review is the *revised position base budget* report for your department. This database has been updated with *permanent* personnel and position actions processed through this office as of 12/4/03. The report has been annotated where possible with funding source information related to changes causing an increase in your position base budget or where funding has been reallocated among positions within an area. All dollars available from turnover in the position base will be reallocated to the vice president's payroll reserve during the annual budget process (such instances are noted as "*VP Reserve*").

All funding issues should be discussed with your vice president (and dean or AVP as necessary) so that funding in your division overall can be reconciled. Positions funded by revenue and auxiliary funds are reconciled within the revenue funds available to each specific account.

Please review this information closely as it forms the basis for the FY 2004/05 salary increase process. Any corrections, updates or funding notations should be written directly on the worksheet. Please sign each worksheet indicating your verification/review and return all worksheets to your vice president by the deadline provided by that office.

If you have questions regarding this information, please feel free to contact me at ext. 6488. Thank you for your assistance and cooperation in this important budgetary review.

Attachments

Pc: Vice Presidents
 Mayme Chow
 Angela Schaffer
 Beth Bruce
 Dana Freer
 Linda Reynolds
 Mary Ryan
 Terri Williams