



THE UNIVERSITY OF NORTH CAROLINA WILMINGTON

To: Rick Whitfield, Vice Chancellor Business Affairs

From: Sara Thorndike, Associate Vice Chancellor for Finance and Controller
Cindy Hucks, Director of Budgets

Date: October 5, 2017

Subject: **FY 2018-19 Special Fund Budget Packages**

The Special Funds Application is available under MySeaport for the development of the 2018-19 budgets for Food Services, Parking, and Security. You will find the user manual on the Budget webpage under Budget Resources.

A few items that we would like to bring to your attention:

- The Budgeted FTE to be used in calculation of student fee revenue is 12,100.
- Include your respective Network Refresh payback amount as a transfer out. The amount should be the same as in your 2017-18 budget.
- Please complete and approve your 2018-19 budget packages in the Special Funds Budget Development System by **November 1, 2017**.

Consolidated Support Sheets (Administration, Auxiliary, and Security) are still being developed for FY 2018-19; no increases are anticipated in commitments at this time.

Cindy Hucks, Sara Thorndike and Jessica Maitland are available to answer any questions that you may have regarding this process.

cc: Sharon Boyd
David Donaldson
Josh Engleman