

The Southern Baptist Theological Seminary
2018-19 BUDGET FAQ

Can I increase my personnel budget... or the salary of one of my employees?

- No. All personnel and wage/salary changes require approval

Can I combine multiple part-time positions into a full-time position?

- No. If you wish to make personnel changes, you should contact Human Resources to make your request

Can I move expense from one expense line to another?

- Yes, provided it does not impact personnel or wage/salary accounts

If I know that a contract expense is going to increase because it is written into the contract, how do I increase my budget?

- Enter the increase into the expense form in your budget package and justify your request by noting that it is a contract stipulation

Are there any areas within my budget I don't need to change?

- Yes. Please do not change amounts related to the following:
 - Tuition and Fees
 - Restricted Funds (accounts beginning with 02)
 - Allocation Accounts (object codes 9710:9999)

How do I obtain training on the use of the Seminary's budget software?

- Contact Sara Nelson, Manager of budgeting, (snelson@sbts.edu or 502-897-4044) to schedule training

Can I obtain monthly transaction reports to assist in budget planning and completion?

- Yes. Transaction reports are available within the "Monthly Budget Reports" folder within Bi360. Contact Sara Nelson, Manager of budgeting, (snelson@sbts.edu or 502-897-4044)

If I need help completing my budget, who do I call?

- Call our Budget Help Line at 502-897-4BUD

If I have a full-time position that has been approved, but is not currently filled, how do I verify that the position will be included in my budget?

- Contact Sara Nelson, Manager of budgeting, (snelson@sbts.edu or 502-897-4044)