

Certificate Budget:

New Post-baccalaureate Certificate Proposal

Budget Instructions

The Budget and Narrative are complementary documents that, when presented together, provide a comprehensive overview of the Certificate plan; therefore, the budget should reflect all revenue and costs outlined in the narrative.

Use the spreadsheet (*Certificate Budget Worksheet*) to enter the courses, projected revenue and projected expenses that will be charged directly to the cost of the Certificate. Enter text in Yellow Cells. The Example Below illustrates 3 different scenarios:

Ex. 1: ITEC 501 Reflects an on-campus course that is being taught as part of a degree program; therefore, there is no personal (faculty instruction) or travel costs associated with it. The enrollment reflects only the 4 non-degree seeking certificate students.

Ex. 2: FORS 681 Reflects an on-campus course being taught as a "summer institute" (one week intensive) for a certificate cohort; therefore, faculty salary (at summer rate) must be included and a line item for advertising the institute must be added.

Ex. 3: Biol 681 Reflects a fall course being taught as part of a Certificate Cohort in Abingdon, primarily for K-12 teachers; therefore we must use the K-12 Educator Rate and include faculty salary, travel, and additional lab expenses requested in the narrative.

Term		REVENUE			EXPENSES				TOTALS			
		Credit	Enrollment	Tuition *	Personnel	FICA	Travel **	Other ***	Revenue	Expenses	Semester Sub-total	Year Sub-total
	ITEC 501	3	4	\$226.00		0.00			\$2,712.00	0.00		
						0.00			\$0.00	\$0.00		
						0.00			\$0.00	\$0.00		
						0.00			\$0.00	\$0.00		
<i>Semester Balance</i>									\$2,712.00	0.00	\$2,712.00	
Su1 05	FORS 681	3	25	\$226.00	4,800.00	367.20		475.00	\$16,950.00	5,642.20		
						0.00			\$0.00	\$0.00		
						0.00			\$0.00	\$0.00		
						0.00			\$0.00	\$0.00		
<i>Semester Balance</i>									\$16,950.00	5,642.20	\$11,307.80	
Fall 05	BIOL 681	3	12	\$192.00	2,600.00	0.00	273.60	50.00	\$6,912.00	\$2,923.60		
						0.00			\$0.00	\$0.00		
						0.00			\$0.00	\$0.00		
						0.00			\$0.00	\$0.00		
<i>Semester Balance</i>									\$6,912.00	2,923.60	\$3,988.40	\$18,008.20
									Total Revenue	Total Expenses	NET	

* **Tuition:** Estimate tuition rate based on the lowest tuition rate of projected population (in-state, K-12 educators, etc)
Current Rates: <http://www.radford.edu/~gradcol> (select tuition & fees)

** **Travel:** Calculate cost of rental car or specified mileage rates.
Current mileage rates: 1 -149 miles @ 0.325; 150+ @ 0.19 / mile

*** **Other:** Use the Other Category to reflect any additional expenses reflected in the Narrative.