### University of Minnesota
#### Department of

**University of Minnesota, NS Only**

<table>
<thead>
<tr>
<th>Category</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Operating Revenue</td>
<td>This must include all non-sponsored activity in the department. If segregating a unit such as CMRR, PT or Lions Lab, you must do the same format for that unit.</td>
</tr>
<tr>
<td></td>
<td>Please do not add any categories.</td>
</tr>
<tr>
<td>Operating Expense</td>
<td></td>
</tr>
<tr>
<td>Salary &amp; Fringe Faculty</td>
<td>Faculty salary and fringe 9401-9410</td>
</tr>
<tr>
<td>Salary &amp; Fringe P&amp;A/Civil Service/AFSCME</td>
<td>This should include P&amp;A employees such as Post-Docs, research Associates and Civil Service/Afscme employees</td>
</tr>
<tr>
<td>Salary &amp; Fringe Other</td>
<td>This is for any employee (Usually student employees) that don’t fit in any other category</td>
</tr>
<tr>
<td>Residency Stipend/Fringe Cost or if basic science dept graduate student stipend/fringe</td>
<td>For clinical departments this should only include the resident stipends/fringe which would include resident health insurance but not professional liability insurance which should go in other expenses. For the basic sciences, this should include the stipend and fringe.</td>
</tr>
<tr>
<td>Budget Model Costs</td>
<td>For the October Dean’s report, use the allocation given during budget. In February, you can estimate the budget model costs for utilities but state in the notes any deviation from the budgeted allocation.</td>
</tr>
<tr>
<td></td>
<td>DEAN’S REPORT WILL BE DONE TWICE A YEAR BASED ON OCTOBER AND FEBRUARY DATA?</td>
</tr>
<tr>
<td>Center Costs</td>
<td></td>
</tr>
<tr>
<td>Other Expenses</td>
<td></td>
</tr>
<tr>
<td>Total Operating Expense</td>
<td></td>
</tr>
<tr>
<td>Total ALL - Profit/(Loss) for Year</td>
<td></td>
</tr>
<tr>
<td>Prior Period Carry forward</td>
<td>This should be from report 622.68 - the first two columns “prior year carryforward” and “prior years AR (2009+)”</td>
</tr>
<tr>
<td>Ending University Accrued Balance</td>
<td></td>
</tr>
<tr>
<td>Prior Period Carry forward-Cash</td>
<td></td>
</tr>
<tr>
<td>University Cash Balance</td>
<td></td>
</tr>
</tbody>
</table>