

## **MEMORANDUM**

**TO:** Heads of All Departments and Activities  
**FROM:** Maurice W. Scherrens  
**DATE:** June 17, 2011  
**SUBJ.:** Operating Budgets, 2011-12

The 2011-12 annual operating budget for your department is now available. This budget is consistent with the total University operating plan approved by the Board of Visitors. A summary which reviews the current budget policies for 2011-12 is also available on the Budget Office website at <http://budget.gmu.edu>.

Inherent in this distribution is the assumption that your expenditures in 2010-11 were within the budgeted funds available. Your cooperation in managing your budgets during 2010-11 is greatly appreciated, and your continued maximization of available resources is essential to the University's continual progress. To assist you in understanding your budget and your monthly reports, the Office of Budget and Planning is available at any time for assistance.

If you need assistance in understanding the planned funding available to you this coming fiscal year, please contact the Budget staff supporting your unit. Further, if you would like help in how you might enhance your management of these funds, the Office of Budget & Financial Planning will be glad to meet with you and offer suggestions. The following individuals are available for help at any time:

<b>Contact Person</b>	<b>Title/Department</b>	<b>Extension</b>
Guilbert Brown	Chief Budget Officer	3-8661
David Moore	Director of Budget Planning & Analysis	3-8752
Andrew Bursten	College of Visual & Performing Arts	3-1346
Leslie Dyre/Chris Chen	College of Humanities and Social Sciences	3-8634/3-8612

Tammy Etter	Office of Provost	3-8662
Jennifer Fraedrich El-Amin	College of Science	3-4168
Jan Hardiman	DoIT, VPIT Admin, TSD, Library, Computer Store	3-3409
Matt Johnson/Linda Midcalf	Facilities and Capital Finance	3-8751/3-2509
Kimberly Maze	BUDS; Discoverer Reports; System Issues and Website	3-8648
Jeanne Medford	Athletics and Recreational Activities	3-3214
Dorian Mroz	College of Health & Human Services; College of Education & Human Development; Institute for Conflict Analysis & Resolution; Krasnow Institute; School of Law; School of Management; School of Public Policy; Volgeneau School of Information Tech & Engineering; Enrollment Services; Summer Term; Office of Continuing and Professional Education	3-8643
Bev Miller	Freedom Aquatic Center	3-8507
Joe Sobieralski	University Life, Housing; Board Plan; Campus Access; Child Development Center; All-University Card; Patriot Center; Print Services; Unions/Johnson Center; University Services	3-9814
Mark Stahley	College Work Study; Equity & Diversity Services; Finance & Administration Units; Internal Audit; Campus Police; Safety; Multi-Campus Support; University Relations; University Development	3-8747

We thank you for your continuing support in the effort to manage the financial affairs of the University.