

## **MEMORANDUM**

**TO:** Heads of All Departments and Activities  
**FROM:** Maurice W. Scherrens  
**DATE:** June 29, 2012  
**SUBJECT:** Operating Budgets, 2012-13

The 2012-13 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 2012-13 is also available on the Budget Office website at <http://budget.gmu.edu>.

Inherent in this distribution is the assumption that your expenditures in 2012-13 were within the budgeted funds available. Your cooperation in managing your budgets during 2012-13 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 for assistance.

Additionally, budget staff support assigned to each unit is available to provide assistance in understanding the planned funding available to you this coming fiscal year. A listing of centralized and decentralized support can be found on the Budget Office website under the "Staff" tab or by using the following link: <http://budget.gmu.edu/unit.htm>. Further, if you would like help in enhancing and maximizing the management of your funds and business processes, the Office of Budget and Financial Planning will be glad to meet with you and offer suggestions.

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