

## F. Budget Projection

**a. Budget Narrative.** Explain assumptions underlying expense and income projections, e.g., instructor status, enrollment projections, field and clinical resources, etc. Describe additional cost/revenue impacts within the broader departmental/institutional budget.

FSU has already hired a full-time faculty member who will serve as program coordinator.

We will plan to reallocate funds from another department to hire our second full-time hospitality management faculty member in Year 2. We will most likely need to use a new/reallocated faculty line to hire an additional full-time faculty member in Year 3.

The staff position is a faculty program coordinator. The compensation (either a full or half course release per semester) covers the cost of hiring a part-time faculty member to cover a course for the faculty program coordinator's course release.

**b. Program Budget.** Submit a line item income and expense [budget](#) for the proposed program for the first four years. Budget categories include facilities, library, faculty, staff, field/clinical experiences, revenues from grants, tuition or other sources, etc. Reallocated funds should specify reallocations from existing campus resources to support the proposed program, including funds reallocated from discontinued or downsized programs. Indicate one-time/start-up costs and revenues.

### NEW ACADEMIC PROGRAM BUDGET - SAMPLE FORMAT

One Time/ Start Up Costs	Cost Categories	Annual Expenses			
		Year 1	Year 2	Year 3	Year 4
	Full Time Faculty (Salary & Fringe)	125,400	255,816	391,398	399,226
	Part Time/Adjunct Faculty (Salary & Fringe)	21,138	21,561	29,323	37,386
	Staff	0	7,187	14,661	14,955
	General Administrative Costs	0	0	0	0
	Instructional Materials, Library Acquisitions	0	0	0	0
New Faculty Office Furniture – One Time	Facilities/Space/Equipment	0	1,500	1,500	0
	Field & Clinical Resources	0	0	0	0
	Marketing	3,000	1,500	1,500	1,500
One Time	Other (New Faculty Start-Up)	0	5,000	5,000	5,000
	Other (Specify) – Accreditation Costs - Warren Center Lab Equip.		15,000	15,000	5,000 10,000
	<b>TOTALS</b>	<b>149,538</b>	<b>307,564</b>	<b>458,382</b>	<b>473,067</b>

<i><b>One Time/Start-Up Support</b></i>	<i><b>Revenue Sources</b></i>	<i><b>Annual Income</b></i>			
		<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Year 4</b>
	Grants				
	Tuition (FTE enrollment * one-third program courses * tuition rate)	26.6*.33* 970= 8,500	51.0*.33* 970= 16,300	74.3*.33* 970= 23,800	99.6*.33* 970= 31,900
	Fees (FTE enrollment * one-third program courses * tuition rate)	26.6*.33* 10130= 88,900	51.0*.33* 10710= 180,200	74.3*.33* 11290= 276,800	99.6*.33* 11870= 390,100
	Departmental (Reallocation of funds for 2 <sup>nd</sup> faculty position)		127,900	130,500	133,100
	Other (specify)				
	<b>TOTALS</b>	97,400	324,400	431,100	555,100
<b>NET INCOME</b>	<b>Direct Revenues less Direct Expenses</b>	<b>(52,138)</b>	<b>16,836</b>	<b>(27,282)</b>	<b>82,033</b>