Completed form should be sent to the Stratus Financials Team at stratusfinancialsteam@towson.edu

Program Name / Title: Date:

Name of Requestor:

Requesting Department:

Email:

Financial Steward:

Cost Center Manager:

Purpose of the Program (attach any applicable information):

Who is your customer base?

Will this program be permanent?   Yes   No

If not, indicate estimated time period:

Individual Responsible for the Program:

Division / Subdivision:

BUSINESS / FINANCIAL PLAN INFORMATION

Revenue / Source

Indicate all sources of revenue:

How will revenue be collected?   Cash   Checks   Credit Cards

Will you be billing?   Yes   No

Should a new SOURCE be created for this program?   Yes   No   Use Existing Source:

Expenses

Indicate anticipated general expenses:

Payroll

Will the department have payroll?   Yes   No

                                           Regular   Contractual   Student Help

Separation of Duties

Indicate the name and position of the staff that will be responsible for

Billing:

Collecting, preparing & depositing revenue:

Reconciling / monitoring the account:

FINANCIAL SYSTEMS & TECHNOLOGY USE ONLY

Cost Center Number Issued:

Issued By:

Date:

Source: Hiring Cost Center:

Division: Subdivision:

Program: Subprogram:

Towson University Business Plan Self Support Program / Activity or Agency Applications

<u>Revenue</u>

	ACCOUNT	REQUESTED BUDGET LOAD
Account Name:	Account Number:	
Account Name:	Account Number:	
Account Name:	Account Number:	
Transfers IN	**499908**	
Transfers OUT	**499908**	
1% Fund Balance Contribution	**499918**	
NET REVENUE		

Expense
Object 01 Salaries & Benefits
Ex: Regular Overtime   501605

Account Name:	Account Number:	
Account Name:	Account Number:	
Account Name:	Account Number:	
Account Name:	Account Number:	

Object 02 Contingent Salary & Fringe
Ex: Student Help   501601

Account Name:	Account Number:	
Account Name:	Account Number:	
Account Name:	Account Number:	
Account Name:	Account Number:	
Account Name:	Account Number:	
Account Name:	Account Number:	

Object 03 Communications
Ex: Postage   603003

Account Name:	Account Number:	
Account Name:	Account Number:	
Account Name:	Account Number:	

Object 04-14 Operating
Ex: Housekeeping   608106

Account Name:	Account Number:	
Account Name:	Account Number:	
Account Name:	Account Number:	
Account Name:	Account Number:	
Account Name:	Account Number:	
Account Name:	Account Number:	
Account Name:	Account Number:	
Account Name:	Account Number:	
6.5% IDC Charge	**699999**	
TOTAL EXPENSES		
Budgeted Profit/(Loss)		

Acknowledgement and Approval Information:

By completing and signing this self-support program/activity application, we understand that there is a need to strive to serve and enrich the TU campus and surrounding communities and to become financially self-sufficient. Self-Support programs/activities are expected to be self-funding and to generate sufficient revenue to pay all expenses. Programs and/or activities are expected to have a net surplus at the end of the fiscal period. In the event of a revenue shortfall, it is understood that the sponsoring department, college and/or division will be responsible for supplementing program revenue to cover outstanding expenses. Programs/activities not meeting financial expectations are subject to review and possible termination at the discretion of the Divisional Budget Officer. This application must be reviewed, discussed, and approved by your Department Head/Chair, Dean and your Divisional Budget Officer prior to submitting to the University Budget Office.

Signature of Requestor: _____

Signature of Department Head/Chair: _____

Signature of Dean: _____

Signature of Divisional Budget Officer: _____

Signature of University Budget Office (Add Program/Subprogram): _____

FINANCIAL SYSTEMS PURPOSES ONLY

Cost Center Value (Manage COA Value Set Values)

Alias (Manage Shorthand Alias)

Update Cross-Validation Rule (Manage Cross-Validation Rules)

Run Inherit Segment Value Attributes process

Add to related hierarchies - Current & Baseline (Manage Account Hierarchies):

CC FIN STMT PGM WITH AUX BRKDN	Current	Baseline
CC FUNDING ORG	Current	Baseline
CC BY ORG	Current	Baseline
CC by RSTARS PGM	Current	Baseline

Run Process Account Hierarchies for all four hierarchies:

CC Fin Stmt Pgm with aux brkdn   CC Funding Org   CC by Org   CC by RSTARS Pgm

Financial Steward / Cost Center Manager Setup:

Make new cost center a department

Add Financial Steward & Cost Center Manager to department

Add to Hiring Department Table in HCM

Add new cost center to Source Cost Center CSV file to load combo code table in HCM

Add to Foundation Table in HCM   Not applicable

Add to DEPT_SECURITY tree in HCM   Not applicable

Update Crosswalk Spreadsheet and publish to Financial Systems website

Send notification email

Cost Center Set Up By: Date: