



# Budgeting Salary Savings/Reserves

## Scope

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- Reason for Business Practice
- Procedure to Address
- Definitions

## Scope

All Indiana University units and salary savings/reserves.

## Business Practice Statement

Budgeting salary savings/reserves associated with an identified position.

## Reason for Business Practice

To establish a uniform budgeting process for budgeting salary savings/reserves. Previously, large positive and negative amounts have been placed in salary savings/reserves, which were not necessarily attached to a particular position.

## Procedure to Address

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|-----------------|---|
| Salary Savings  | The salary savings object code will be used to budget anticipated savings associated with vacant positions or funding changes. For further identification sub-object codes may be used, such as the last 3 digits of the position number. |
| Salary Reserves | The salary reserve object code will be used to budget anticipated changes to staffing not tied to a position or incumbent.  |

## Definition

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|-----------------|--|
| Salary Savings  | Savings associated with anticipated vacant positions or funding changes. |
| Salary Reserves | Reserve of funds set aside for anticipated changes to staffing.          |