



**FRS ACCOUNT NO:**

**REVENUE SOURCES**

		Total Revenue	% of Total Rev.	Amount
<b>TOTAL REVENUE</b>				
INTERNAL: (JV to/from other UMCP departments)				
EXTERNAL: (Enter total external \$ to the right then complete section below)				
<u>Agency/Company/Institution Name</u>				
Federal Agencies:	_____	Enter the amount in the far right column, and compute the % of <b>total Revenue.</b>		
State Agencies	_____			
UM Institutions:	_____			
Private Industry:	_____			
Individuals (includes UMCP faculty, staff, students paying as individuals)	_____			

**PROPOSED BUDGET**

	Year 1	Year 2
<b>BEGINNING BALANCE (7/1)</b>		
Revenue:		
Extenal		
Internal (UMCP Departments)		
<b>TOTAL REVENUE</b>		
<b>TOTAL EXPENSE</b>		
<b>BALANCE AVAILABLE</b>		

**FEE SCHEDULE** (if you charge a fee for sales, service, rents, etc.)

FEE DESCRIPTION	Current Rate		Proposed Rate	
	Rate	Unit of	Rate	Unit of
	Amount	Measure	Amount	Measure
Fee 1. _____	_____	_____	_____	_____
Fee 2. _____	_____	_____	_____	_____
Fee 3. _____	_____	_____	_____	_____

**SALARIED EMPLOYEES**

Does this account have any line item positions? \_\_\_\_\_ If yes, please list the position titles below.  
 \_\_\_\_\_  
 \_\_\_\_\_

**BALANCE SHEET ACTIVITY**

1. Inventory: Does this activity purchase items for resale? \_\_\_\_\_ If yes, answer the questions below.  
 Describe the general nature of the items. \_\_\_\_\_  
 What is anticipated level of inventory to be maintained? \$ \_\_\_\_\_  
 Are these inventories reported to the Comptroller's Office at year end? \_\_\_\_\_

**2. What are the potential components (dollar volume and nature of items) for each of these year end entries to the General Ledger?**

	Dollar Volume	Nature of items
Accounts Receivable - funds due from outside sources/vendors	\$ _____	_____
Prepaid Expenses - payments for future benefits	\$ _____	_____
Accounts Payable - funds due to outside sources/vendors	\$ _____	_____
Deferred Revenue - revenue received before it is earned	\$ _____	_____