

Financial Projections Form

The THEC Financial Estimate Form (Excel format) requires five-year projections for degrees and certificates. The form is divided into two major parts: *Expenditures* (*One-time* and *Recurring*) and *Revenue*. Item totals and major totals are automatically calculated depending on your input. You will notice also that *Total Expenditures* and *Total Revenues* are calculated to be the same.

You need to project the dollars for expenditures or revenues for five years. The first year is the proposal implementation date or base year.

You will explain specifically how you calculated expenditures or revenues in the text of your proposal.

Note that you need to enter the name of ETSU and the Proposed Program at the top of the form.

I. Expenditures

Do not underestimate or overestimate these figures as the program is held accountable for productivity as a demonstration of viability. For each of the five years after implementation, the program will complete a *Post-Approval Monitoring Report* that presents the numbers entered below and compares them with actual numbers for number of majors and number of degrees awarded. Explanations for differences will be required.

A. One-time Expenditures

Identify the Year of individual one-time expenditures. Each of the items listed on the form should have only one entry, by year. In the proposal text explain what *Other* includes.

B. Recurring Expenditures

This section includes personnel (administration, faculty, support staff, and graduate assistants) and operating expenditures.

***Personnel:* Identify the salary in the year the administrator, faculty, or support staff individual is to begin the appointment and include 3% raises for each of the next years. Salary for graduate assistants is the stipend awarded (multiply by the number of assistantships).**

***Benefits* for personnel other than graduate assistants are factored by a percentage of the salary and a set dollar figure for health insurance. The 2008 factors are 20% of salary and \$12,170. Call the Vice Provost for Academic Affairs for current factors before entering dollar amounts. Benefits for graduate students, at this time, are not included.**

Tuition and Fees for graduate assistants is base tuition and fee rate (service fee plus any course fees) multiplied by number of assistantships. The total for tuition and fees are factored using the * (see below) part of the form. For additional years increase tuition by 3% each year.

Operating: Identify the dollars projected for each of the items. Usually, but not always, these figures don't change across the five years. Include graduate assistantship stipends and tuition waivers under ***Other***.

II. Revenue

Tuition and Fees: The dollar figures entered for Years 1-5 are to be explained in Note 1 on the THEC Financial Estimate Form. Totals represent fall and spring enrollment. To factor these revenue, first go to the [Bursar's Website](#) at and click on ***Undergraduate & Graduate Tuition and Fee Schedule*** and ***Course Fees***, if appropriate. Use the appropriate information (maintenance and program service fees) for full-time and part-time undergraduate and graduate students for two semesters and multiply by FTE headcount. You will be reporting your proposed tuition/ fee revenues during the five-year post-approval monitoring.

Institutional Reallocations: These figures are calculated by the Excel program. Consult your dean regarding information needed for Note 2.

Federal Grants: Enter the dollars, per year, for already awarded federal grants and provide supporting information for Note 3.

Private Grants or Gifts: Enter the dollars, per year, of already awarded private grants or gifts donated to the establishment of the program and provide supporting information in Note 4.

Other: If dollars from other sources have been committed to the proposed program enter the amount, per year, and provide supporting information in Note 5.