





FY 2018 Service Fund Justification Instructions

1. Locate your service fund’s Income Statement on the Budget and Financial Reporting website (<https://inside.uth.edu/finance/general-accounting/annual-operating-budget.htm>).
 - a. Your service fund’s income statement is located within the folder shown below.


2018 Service Center Justifications (Non-research)

	Name
	August Prior Year
	Current
	Service Center Justification

2. Once you have opened your income statement, hide the ‘nPloded’ data.

1							
2	← Click Here						
3		B	C	D	G	K	L
4							
5							
6	↑ Click Here	 The University of Texas Health Science Center at Houston					
7							
8							

3. Fill in the sections listed below:
 - a. Enter a brief description of the service fund in cell B10.
 - b. Enter the service fund’s 2017 projections in column O.
 - i. Do not enter data at the account detail level because formulas are not tied to these cells.
 - c. Enter the service fund’s 2018 budget in column P.
 - i. Do not enter data at the account detail level because formulas are not tied to these cells.

1							
2	← Click Here						
3		B	C	D	G	K	L
4							
5							
6	↑ Click Here	 The University of Texas Health Science Center at Houston					
7							
8							
9		Purpose: Please provide a brief description and the purpose of the service center.					
10		[Provide description here]					
11							
12							
13							
14							
15		Service Funds - Fund Dtl					
16		For the period ending February 29, 2016					
17		SERVICE FUNDS - FUND DTL					
18			Account	Actuals FY 2016	Year-to-Date FY 2017	Projected FY 2017	Budget FY 2018
19		Operating Revenues					

Enter 2017 projections and 2018 budget

Service Fund owner to complete the 2 columns below