BUDGETING FOR “A” FUNDS

Education and General
Unrestricted Operating Funds
The Basics

- Fiscal year
- Fund Types
- Object Codes
- Terms
- Budget vs. Actual
- Academic Unit/Service Unit

http://busfinance.admin.sc.edu/budget/default.asp
What are “A” Funds?

- Operating/General funds
- Majority provided from tuition and fees and state appropriations
- These funds are also called Education and General – or “E & G” funds
- “A” funds are unrestricted - dollars may be used to accomplish the goals of the unit within the constraints of State and University policies, procedures & procurement guidelines
What part of the USC Operating Budget are the A funds?

**Total Current Funds - Unrestricted and Restricted**

General Operating – State Appropriations, Tuition & Fees
Departmental – Student Activity Fees, Sales and Service, Gifts
Auxiliary – Enterprise services
Grants, Contracts and Gifts
Excluded are Loan, Endowment, Agency and Plant Funds

**At the State Level**

General Funds (state appropriations)
Other Funds (also called earmarked funds)
Restricted Funds
FY2014 Revenue Budget

<table>
<thead>
<tr>
<th>Source</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition &amp; Fees</td>
<td>435,262,034</td>
</tr>
<tr>
<td>State Appropriations</td>
<td>97,125,181</td>
</tr>
<tr>
<td>Grants, Contracts &amp; Gifts</td>
<td>2,500,000</td>
</tr>
<tr>
<td>Sales and Service and Other</td>
<td>4,414,493</td>
</tr>
<tr>
<td>Auxiliary Enterprises</td>
<td>0</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>539,301,708</strong></td>
</tr>
<tr>
<td>Category</td>
<td>Amount</td>
</tr>
<tr>
<td>--------------------------------------</td>
<td>--------------</td>
</tr>
<tr>
<td>Instruction</td>
<td>263,535,818</td>
</tr>
<tr>
<td>Research</td>
<td>12,874,156</td>
</tr>
<tr>
<td>Public Service</td>
<td>3,110,883</td>
</tr>
<tr>
<td>Academic Support</td>
<td>49,719,249</td>
</tr>
<tr>
<td>Student Services</td>
<td>19,329,915</td>
</tr>
<tr>
<td>Institutional Support</td>
<td>83,350,622</td>
</tr>
<tr>
<td>Operation and Maintenance of Plant</td>
<td>55,797,939</td>
</tr>
<tr>
<td>Scholarships &amp; Fellowships</td>
<td>74,210,293</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>561,928,875</strong></td>
</tr>
</tbody>
</table>
Why have a budget?

- Planning
- Controlling spending
- Identifying funding sources
Integration of Planning, Budgeting, and Effectiveness

- Planning Drives Budgeting
- Planning Drives Implementation & Evaluation of Effectiveness
- Evaluation of Effectiveness Drives Planning
Resources

- Tuition & Fees (Academic Units)
  - 401XX

- Transfers
  - 81XXX

- BOT Allocations
  - 363XX/373XX

- Carryforward
  - 31534/31533

- Tax In (Service Units)
  - 81150/81160

- Columbia Unit Base Budget
  - 31900

- State Appropriations
  - 31500/31525/31510

- Other Revenue
  - 4 XXXX
Uses

Expenditures

- 5XXXX

Contra-Expenditures

- 6XXXX

Transfers

- 86XXX
The “bottom line” must be zero. The goal is to accomplish a balanced budget where uses do not exceed resources.
Determining Expendable Resources

- Identify types of resources
- Understand your variables
- Develop a list of assumptions
- Get consensus
- Set the resources budget
Budget Development

Begins with analysis of prior year base budget performance and current year to-date.

**Budget preparation considers several questions including:**

1.) What is the impact of enrollment changes?
   - Are there increases or decreases planned at the overall university based on strategic goals or at the college and academic program level?
   - Will the residency mix remain consistent?

2.) What is the estimated impact of tuition and board mandated fee changes?
   - How much new funding will an increase bring in?
   - What impact do changes in debt services requirements have?

3.) Will state funding increase or decrease and why?
   - Is there a state pay package? If so, what portion will USC need to fund?
   - If new funds are received, are they restricted or for general operating?
   - Are there any other legislative impacts to consider?

4.) What new initiatives will the Board of Trustees support?
   - Will a tuition increase or new state funding cover these new initiatives?

5.) Are there any reallocations of current funding or other internal policy impacts?
State Appropriations

Legislative appropriations received from the State for the current operations of the University.

Recurring Funds
- Base Appropriation
- Below-the-Line

Non-Recurring Funds
- Below-the-Line
- Access & Equity
Tuition and Fees

- Academic Tuition
  - Must be approved by BOT

- Department Fee Revenue
  - Must be approved by BOT

Revenues collected from students for regular courses provided in the fall, spring, and summer terms used to support the program needs of the academic operating budgets of the University.
Revenues collected from students that are used to support the program needs of the academic unit including:

- Discipline specific tuition charges
- Enrichment/Enhancement fees
- Course material fees
- Student participation fees
- Discipline specific application and laboratory fees
### Required Tuition and Fees:

#### I. Total Resident Undergraduate Tuition

<table>
<thead>
<tr>
<th>Item</th>
<th>2012-2013</th>
<th>Change</th>
<th>2013-2014</th>
</tr>
</thead>
<tbody>
<tr>
<td>Educational &amp; General</td>
<td>4,197.00</td>
<td>164.00</td>
<td>4,361.00</td>
</tr>
<tr>
<td>Bond Debt Service</td>
<td>336.00</td>
<td>0.00</td>
<td>336.00</td>
</tr>
<tr>
<td>Renovation Reserve</td>
<td>40.00</td>
<td>0.00</td>
<td>40.00</td>
</tr>
<tr>
<td>Transportation Fee</td>
<td>22.00</td>
<td>0.00</td>
<td>22.00</td>
</tr>
<tr>
<td>Wellness Center</td>
<td>105.00</td>
<td>0.00</td>
<td>105.00</td>
</tr>
<tr>
<td>Student Activities</td>
<td>83.00</td>
<td>0.00</td>
<td>83.00</td>
</tr>
<tr>
<td>Student Health Center</td>
<td>169.00</td>
<td>0.00</td>
<td>169.00</td>
</tr>
<tr>
<td>Computer Fee</td>
<td>40.00</td>
<td>0.00</td>
<td>40.00</td>
</tr>
<tr>
<td>Athletics Activity</td>
<td>52.00</td>
<td>0.00</td>
<td>52.00</td>
</tr>
<tr>
<td><strong>Total Resident Undergraduate Tuition</strong></td>
<td><strong>5,044.00</strong></td>
<td><strong>164.00</strong></td>
<td><strong>5,208.00</strong></td>
</tr>
</tbody>
</table>

#### II. Technology Fee

<table>
<thead>
<tr>
<th>Item</th>
<th>2012-2013</th>
<th>Change</th>
<th>2013-2014</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Total Required Tuition and Fees</strong></td>
<td><strong>5,244.00</strong></td>
<td><strong>164.00</strong></td>
<td><strong>5,408.00</strong></td>
</tr>
</tbody>
</table>

### Other Student Costs:

<table>
<thead>
<tr>
<th>Item</th>
<th>2012-2013</th>
<th>Change</th>
<th>2013-2014</th>
</tr>
</thead>
<tbody>
<tr>
<td>Average University Housing Cost (1)</td>
<td>2,165.00</td>
<td>110.00</td>
<td>2,275.00</td>
</tr>
<tr>
<td>10 Meal Plan (2)</td>
<td>1,214.00</td>
<td>48.00</td>
<td>1,262.00</td>
</tr>
<tr>
<td>Average Book Cost (3)</td>
<td>489.00</td>
<td>8.00</td>
<td>497.00</td>
</tr>
</tbody>
</table>

---

(1) Based on weighted average costs of traditional style housing for FY13 and FY14.

(2) Provided by Food Services.

(3) Estimate by the USC Financial Aid Office.
Identify the variables that affect your ability to generate resources. Variables to consider with tuition, for example, are as follows:

- What courses did we teach last year?
- What level of student participation credit hours did we have in each of these courses?
- Will we offer these same courses next year?
- Will we offer new courses next year?
- Will changes in the academic tuition rate impact my unit’s revenue generation?
- Will changes in overall university student enrollment impact my unit?
- Will changes in the course requirements for students in this discipline impact my unit’s participation and is that impact short-term or long-term in nature?
What is Carryforward?

- Surplus funds that are retained by the unit at the end of the fiscal year and included in the following year’s budget.

- Object code 31534 & 31533
### Carryforward Calculation

1. Start with the prior year’s carryforward amount (31533 & 31534)
2. Add final BUDGETS for remaining allocations (3’s)
3. Add ACTUAL revenues (4’s)
4. Add ACTUAL transfers from (81XXX)
5. Subtract ACTUAL transfers to (86XXX)
6. Subtract ACTUAL expenditures (5’s)
7. Add ACTUAL IITs (6’s)
8. Balance = New year’s carryforward amount

> The balance should equal the YTD fund balance PLUS the allocation budgets (All the 3’s)
Examples of Assumptions

- Student Enrollment
- Departmental Fee Changes
- Grant/Research Activity
- Faculty & Staff Turnover
- TERI Impact
- Temp Hires
Get consensus from your management team.

If management understands “assumptions” used in developing resources & uses estimates, they can:

- Provide guidance
- Anticipate needed changes
- Monitor the outcome
Based on……

- Resources identified
- Data Collected
- Consensus on Assumptions

You can……

- Set the resource budget to be used in developing your expenditure budget
Establish Expenditure Targets

Identify Current Types of Expenditures
### “A” Fund Use Examples

<table>
<thead>
<tr>
<th>Personnel</th>
<th>Fixed Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full-time (Classified, Unclassified, Administrative, Faculty)</td>
<td>Rents</td>
</tr>
<tr>
<td>Part-Time (Staff, Graduate Assistants, Student, Faculty)</td>
<td>Insurance</td>
</tr>
<tr>
<td>Fringe Benefits (General Fund vs. Department Paid)</td>
<td>Tuition Abatements</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Contractual Services</th>
<th>Equipment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Travel</td>
<td>Library Books</td>
</tr>
<tr>
<td>Telephone Utilities</td>
<td>Computers</td>
</tr>
<tr>
<td>Repair Services</td>
<td>Non-Capital ($500 to $4,900)</td>
</tr>
<tr>
<td>Printing</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Supplies and Materials</th>
<th>Offset to Expenditures</th>
</tr>
</thead>
<tbody>
<tr>
<td>Office</td>
<td>Intra-Institutional Transfers</td>
</tr>
<tr>
<td>Educational</td>
<td>Personnel</td>
</tr>
<tr>
<td>Postage</td>
<td>Contractual Services</td>
</tr>
<tr>
<td>Maintenance</td>
<td>Supplies</td>
</tr>
<tr>
<td>Data Processing</td>
<td></td>
</tr>
</tbody>
</table>
Major Cost Drivers

- Personnel (Unclassified, Classified)
- Travel (USC, Non-USC)
- Supplies (includes telephone, copier, & postage)
- Equipment (non-inventory, inventory)
Personnel

- How many full-time positions?
- Are all positions budgeted at full salary?
- Are any positions vacant?
- Is the vacancy temporary or permanent?
- Will these positions be filled?
- Salary level?
- Leave buyouts?
- TERI Impact?
<table>
<thead>
<tr>
<th>Fringe Benefit Rates (Covered by Unit)</th>
</tr>
</thead>
<tbody>
<tr>
<td>SC Retirement</td>
</tr>
<tr>
<td>SC Retirement- Group Life</td>
</tr>
<tr>
<td>Police Officers Retirement</td>
</tr>
<tr>
<td>Police Officers Retirement- Group Life</td>
</tr>
<tr>
<td>Police Officers Retirement- Accidental Death</td>
</tr>
<tr>
<td>FICA-Employer:</td>
</tr>
<tr>
<td>SS up to a salary base of $113,700</td>
</tr>
<tr>
<td>Medicare- unlimited salary base</td>
</tr>
<tr>
<td>Unemployment Compensation</td>
</tr>
<tr>
<td>Workers Compensation</td>
</tr>
<tr>
<td>Dental Insurance- per covered employee</td>
</tr>
</tbody>
</table>
## Health Insurance (Covered by Unit)

<table>
<thead>
<tr>
<th>Coverage Type</th>
<th>All Health Plans (Except TRICARE)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee Only</td>
<td>$308.90/Month</td>
</tr>
<tr>
<td>Employee/Spouse</td>
<td>$608.40/Month</td>
</tr>
<tr>
<td>Employee/Child</td>
<td>$472.24/Month</td>
</tr>
<tr>
<td>Full Family</td>
<td>$760.86/Month</td>
</tr>
</tbody>
</table>
# Total Fringe Benefit Rate

<table>
<thead>
<tr>
<th>Type</th>
<th>Fringe Benefits Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Permanent SCRS/TERI</td>
<td>23.45% of total salary plus health and dental insurance</td>
</tr>
<tr>
<td>Permanent PORS</td>
<td>25.15% of total salary plus health and dental insurance</td>
</tr>
<tr>
<td>Temporary/TFAC Non-members</td>
<td>8.30% of total salary</td>
</tr>
<tr>
<td>Student Employees</td>
<td>0.55% of total salary</td>
</tr>
</tbody>
</table>

SAM Fringe Benefit Calculator:

http://sam.research.sc.edu/fringebenefits.html
Travel

- How much required travel is anticipated?

- Which travel is grant (or other) funded?

- Does the department provide travel funds on a prorated basis to each employee?

- Will travel be required for recruitment of employees and/or graduate students?
What are basic needs—paper, folders, transparencies—to support instruction and administration?

What are postal rates? Is an increase expected?

What are telephone charges? Are any additional telephone lines required for research or new employees?

Should general pool be created based on average use per employee?

What is the effect of a potential 2% increase in sales tax?
Are resources sufficient to support increase in uses?
UNIVERSITY OF SOUTH CAROLINA

2015 Internal Budget Development Process
## Internal Budget Process

<table>
<thead>
<tr>
<th>Due Date</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>February</td>
<td>Permanent budget transfers cutoff</td>
</tr>
<tr>
<td>March</td>
<td>VP’s tuition &amp; fee recommendations due</td>
</tr>
<tr>
<td>April</td>
<td>VP’s initiative request recommendation due to Budget Office</td>
</tr>
<tr>
<td>May</td>
<td>Unit’s line item budget distribution due to Budget Office</td>
</tr>
<tr>
<td></td>
<td>Unit’s initiative requests due to VP</td>
</tr>
<tr>
<td>May</td>
<td>Budget Office presents tuition &amp; fee change recommendations and initiative funding requests to President</td>
</tr>
<tr>
<td>Early June</td>
<td>BOT executive committee considers FY budget</td>
</tr>
<tr>
<td>Late June</td>
<td>BOT approves FY budget</td>
</tr>
<tr>
<td>Early July</td>
<td>Budget office uploads FY budget into financial accounting system</td>
</tr>
</tbody>
</table>
Overview of USC’s Internal Budget Process

1. Preliminary Determination of Fiscal Year Budget Requirements (January and February)
2. Provost and VPRHS Strategic Planning Meetings with Deans (March)
3. All University Units and Campuses Prepare Budget Submissions (April)
4. Provost and Vice Presidents Meetings with President (May)
5. Consensus on Budget Priorities (May/June)
6. Budget Proposal to Board of Trustees (June)
7. Executive Committee Consideration of Budget Proposal (Early/Mid-June)
8. Appropriations Act Approved by the General Assembly (June)
9. Board of Trustees Approval of Budget and Fees (Late June)
10. Implementation of Fiscal Year Budget (July)
Web Based Budget

- Unit makes adjustments to base budget via web-based budget tool; thus, establishing beginning budget for the coming fiscal year.
- Training available in April, 2014

Budget Office Adjustments

- Base budget loaded in July
- Budget Office adjusts budget for tax changes, pay package, etc. through September

Unit Adjustments

- Unit may adjust budget via Budget Transfer Form (BD)
The Budget Transfer Form is used by USC Columbia colleges and other units to request budget transfers within their unit or to request the transfer of funds to or from other units. ……

➢ BD Entry system

https://image.admin.sc.edu/GLEntry.php

See handout!
Reasons for Budget Transfers

- Sabbatical Salaries
- Redistribution of budget from dean’s office account to a department account
- Adjust budgeted revenue to actual
- A new account within the area
- Closing out an account within the area, i.e. removing budget dollars in order to delete the account
The form will be used for “A” fund budgets to accomplish one of the following:

1. To move budget dollars between object (object of expenditure) codes within a department/fund.

2. To move budget dollars between department/funds within a responsibility area.

3. To move budget dollars between responsibility areas with the written authorization of both responsibility heads.
The form may **not** be used for the following……

- To move funds from one fund type to another (for example, “A” funds to “E” funds); however, budget may be adjusted to reflect funds moved via journal entry.

- To move funds from one campus to another (moving cash requires a journal entry that must be processed by the Budget Office and approved and entered into the accounting system by the Controller’s Office.)

- To move budget dollars to a department/fund that has not yet been established.
Some Guidelines

- Budget actions that are permanent, i.e., recurring, should not be mixed on the same form with one-time, i.e., non-recurring budget actions.

- Whole dollar amounts should be used. *No cents!*

- Move the expense *and* the resource!

- Remarks are limited to 20 characters.

- DO NOT adjust the width or height of the cells or rows.

- Develop a system for identifying and tracking your budget transfers in order to avoid duplication and as a way to follow up to ensure all actions have been processed.
Let’s do some Budget Entries!

$40,000 of my budget is showing in object code 50000. How do I get it out of 50000 and into more specific expenditure object codes?
<table>
<thead>
<tr>
<th>Account Number</th>
<th>Fund</th>
<th>Class</th>
<th>DEBIT</th>
<th>CREDIT</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>62020</td>
<td>A006</td>
<td>50000</td>
<td></td>
<td>40,000.00</td>
<td>RSP 10-DIST BUDG</td>
</tr>
<tr>
<td>62020</td>
<td>A006</td>
<td>51200</td>
<td>30,000.00</td>
<td></td>
<td>RSP 10-DIST BUDG</td>
</tr>
<tr>
<td>62020</td>
<td>A006</td>
<td>54600</td>
<td>5400.00</td>
<td></td>
<td>RSP 10-DIST BUDG</td>
</tr>
<tr>
<td>62020</td>
<td>A006</td>
<td>53001</td>
<td>4600.00</td>
<td></td>
<td>RSP 10-DIST BUDG</td>
</tr>
</tbody>
</table>

Additional Remarks: To distribute budgeted funding to specific object codes
$75,000 has been budgeted in my main A000 account. I need this to be in my A001 account. How can I do this?
**UNIVERSITY OF SOUTH CAROLINA**

**BUDGET AUTHORIZATION**

<table>
<thead>
<tr>
<th>Account Number</th>
<th>Dept</th>
<th>Fund</th>
<th>Class</th>
<th>DEBIT</th>
<th>CREDIT</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>62020 A000</td>
<td>50000</td>
<td>36500</td>
<td>50000</td>
<td>75,000.00</td>
<td>75,000.00</td>
<td>RSP 10-TO 62020A001</td>
</tr>
<tr>
<td>62020 A001</td>
<td>50000</td>
<td>36400</td>
<td>75,000.00</td>
<td>RSP 10-FM 62020A000</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Totals:** 150,000.00 150,000.00

Additional Remarks: To transfer funds from 62020A000 to 62020A001

Sign Here

Prepared By

Authorized Signature
I have received $5,000 from an outside source and deposited it into my account. How can I adjust my budget to include this revenue?
<table>
<thead>
<tr>
<th>Dept</th>
<th>Fund</th>
<th>Class</th>
<th>DEBIT</th>
<th>CREDIT</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>62020</td>
<td>A000</td>
<td>46100</td>
<td>5,000</td>
<td>5,000</td>
<td>RSP 10-BUDG REVENUE</td>
</tr>
<tr>
<td>62020</td>
<td>A000</td>
<td>50000</td>
<td>5,000</td>
<td>5,000</td>
<td>RSP 10-BUDG REVENUE</td>
</tr>
</tbody>
</table>

**Additional Remarks:**
To budget revenue.

**Sign Here**

**Prepared By**

**Authorized Signature**
My actual tuition collections exceed my budgeted tuition collections by $8000. How should I handle this?
### UNIVERSITY OF SOUTH CAROLINA

#### BUDGET AUTHORIZATION

<table>
<thead>
<tr>
<th>Account Number</th>
<th>Dept</th>
<th>Fund</th>
<th>Class</th>
<th>cc 38-45 (DEBIT)</th>
<th>cc 46-53 (CREDIT)</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>62020</td>
<td>A000</td>
<td>40140</td>
<td></td>
<td></td>
<td>8,000.00</td>
<td>RSP 10-INC TUITN BDG</td>
</tr>
<tr>
<td>62020</td>
<td>A000</td>
<td>50000</td>
<td></td>
<td></td>
<td>8,000.00</td>
<td>RSP 10-INC TUITN BDG</td>
</tr>
</tbody>
</table>

**TOTALS**

|               |     |     |       | 8,000.00 | 8,000.00 |         |

Additional Remarks:

Increase fall semester tuition rev budget
I transferred $12,000 from my A000 account to my “E” account. Of course, this was done on a journal entry. How do I decrease the budget in my “A” account to show this decrease in funds?
Transfers from A fund to E funds are not allowed!
A Budget Transfer allows the movement of budget dollars between accounts during the fiscal year.

Budget Transfers are \textit{not} the same as Journal Entries- the difference:
- Budget Transfers move budget dollars between accounts
- Journal Entries move actual expenses (or revenue) between accounts.

Expenses must show up in the appropriate account.

When an expense is incurred in the correct account and budget dollars are needed to fund the expense, a budget transfer would be used. However, when an expense has been inappropriately charged to a wrong account, \textit{you should not move the budget dollars}, but instead prepare a journal entry to move the expense to the correct account.
Budget vs. Actual

**Budget**
- Budget Transfers (BD’s)

  This is a plan!

And this carries out the plan!

**Actual**
- Payroll Charges
- Journal Entries (JE’s)
- Payments on Purchase Orders/Travel Authorizations
- Direct Expenditure Vouchers (DEV’s)
- IIT’s (RQ’s)
- Deposits (Cash Receipts)

**Available Balance**
# General Ledger Summary Report - MONTHLY

for the period end: 12/31/2005

Project Code: 

<table>
<thead>
<tr>
<th>Object Code</th>
<th>Object Code Description</th>
<th>Opening Balance</th>
<th>Budget</th>
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- **Available Cash Balance:** 0.00
- **Available Fund Balance:** 0.00
- **Beginning Fund Balance:** 0.00

## Expenditures
- **Expenditures:** 0.00
- **Classified Positions:** 383,339.00
- **Classified-Temp Salary Adjustments:** 0.00
- **Unclassified Salary:** 0.00
- **Undergrad Stu Assistant:** 0.00
- **Overtime - Personal Service:** 0.00
- **Employee Bonus Program:** 0.00
- **USC Employee Travel Domestic:** 3,426.00
- **Motor Pool Charges:** 0.00
- **Telephone Toll Charges:** 0.00
- **Telephone and Network Services:** 0.00
- **Voice Mail Services:** 500.00
- **Telephone Monthly Service:** 0.00
- **Contractual Services Reportable:** 0.00
- **System Contract Instruction:** 0.00
- **Data Processing Supplies:** 0.00
- **Contributions And Dues:** 0.00
- **Fringe Benefits:** 70,205.00
- **State Retirement State Employees:** 0.00
- **Group Life Insurance State Employees:** 0.00
- **Social Security-FICA State Employees:** 0.00
- **Workers Compensation Insurance:** 0.00
- **Health Insurance State Employees:** 0.00
- **Unemployment Compensation Insurance:** 0.00
## General Ledger Summary Report - MONTHLY

**for the period ending:** 12/31/2005

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</table>
OK to have portion of budget in object code 50000
In order to add a new “A” account, an Account Memorandum must be completed and submitted to the Budget Office.

The form is available at:

http://busfinance.admin.sc.edu/budget/doc/Account-Memo-Form.pdf
Date: 09/18/13

Department/Title (40 characters max)
Budget Office Special Projects

Chairman (20 characters maximum)
Leslie Brunelli

Principal Investigator (20 characters maximum)
Susie Vitaris

Type Account
N = unbudgeted
B = Budgeted
Enter N if Budgeted treated Unbudgeted at Year End

Data Warehouse Management Reporting Structure

Add to:
Move from:

Direct Charges
Y = yes
N = no

Grant NBR (15 characters maximum)
Grant Type

Begin Date  End Date  Renewal Date
8/30/2050  8/30/2050

Indirect Cost Class** Indirect Cost Rate** Indirect Cost Code**

Organization Code Structure

Fed. Cat. No.  STARS Mini-Code  Project Code  Project Phase

Restrictions on Account:

Description of Accounts, as necessary:
Budget Office Special Projects

Requested: Susie Vitaris  Approved:
Date: 03/06/13  Date:

*Dates to be changed by Controller or Bud Ofc if necessary  **To be completed by Contract and Grant Accounting

Please Note: No Data Warehouse action is required when an account is deactivated on IMS.
How can I make sure that I am monitoring all of the accounts for which I am responsible?

- Open the Datawarehouse
  - Select Financial Information
  - Select Financial Reports
  - Select Reference Report
  - Select Responsibility Code List Report
  - Double click on your responsibility number
Helpful Resources

- Budget Document (BOT Book)
- Fall/Spring Budget Review
  - Done in November/March
  - “Preventive Maintenance”
- Accounting Intranet
  - [https://image.admin.sc.edu/](https://image.admin.sc.edu/)
- Access General Ledger
  - Available through Intranet website (above)
- Reference Tools (USC Budget Office)
  - [http://busfinance.admin.sc.edu/budget/default.asp](http://busfinance.admin.sc.edu/budget/default.asp)