FY2017 WEB-BASED BUDGET DEVELOPMENT PROCESS

“A” FUNDS
Budget Office Objectives

1) Provide convenient tool for submitting base budget changes.

2) Establish the FY17 base budget amount for each unique Department/Fund/Project/Activity & account code combination.

3) Improve data control and processing:
   ✓ Safeguard core data
   ✓ Reduce consolidation errors
   ✓ Better use time verifying budget information - not creating spreadsheets and pasting changes

4) Enable an accurate and timely posting of FY2017 base budget to the general ledger.
General Information – Tuition & Fees

Tuition & Fees
- Request for changes were due March 18.
- Fall and Spring tuition is budgeted centrally. Academic units receive a budget based on February 29, 2016 freeze date.
- Academic units will continue to receive tuition for Summer.

University tuition increase
- Amount of increase unknown at this time.
Pay Package & Fringe Benefits

- House budget includes a 2% pay plan. Senate budget pending. Final decision not likely until June.

- House budget includes .6% employer premium increase with an effective date of January 1, 2017. Senate budget pending. Final decision not likely until June.

- Employer contribution for SCRS scheduled to increase from 10.91% to 11.41% with an effective date yet to be determined. PORS from 13.34% to 13.84%.

- SCRS surcharge is expected to increase for FY 17. Amount will not be known until June.

- Unemployment compensation may increase but the amount is unknown at this time.
February 29, 2016 budget is the starting point

- “Freeze” on permanent transfers was February 29.
- Units were allowed to make non-recurring transfers – but any changes since March 1 are not reflected in the FY17 base budget.

Why this date?

- More than half-way through the fiscal year
- Allows time to complete budget adjustments and prepare the Board of Trustees budget document.
Recurring (Permanent) Budget

Budget Office Adjustments – RECURRING

Recurring 3’s:

- Within responsibility - 37400/37500
- Outside of responsibility - 373XX/378XX
- Rolled up to 31900

Revenue

- Budget Office left revenue budgets unchanged
Units Can…

- Change existing resource and expense budgets within current allocation
  Units cannot use 31500, 31525/31526 or 31534/31533
  Units cannot use object code 31600 and 31900

- Enter unit dollar changes and comments at the account code level

- Drill down on Dept/Fund to see all changes processed by the Budget Office

- Download all data to an excel file

- Add account code for a new revenue or new expenditure budget

- Make comments for Budget Office and for unit records

- Confirm that resources – expenses = zero at the Dept/Fund and responsibility unit level
Object Code 5000X

- Units may need to budget and/or reallocate amounts in 5000X. Any negatives in this object code must be removed.

- This account code may be used but should be reserved for holding funds that do not have a specific use at the time the budget is developed.

- Some units will need to remove negative budget amounts in 5XXXXX objects.

- *Account 50000 should NO LONGER be used to budget.*
For Internal grants (A1000s) enter the appropriate nine (9) digit Activity Number in the field where you would otherwise normally indicate Department (six digits) and Fund (five characters). For example (using PeopleSoft crosswalk):

- Operating Unit: CL042
- Department: 137621
- Fund Code: A1000
- Class Code: 202
- PC Business Unit: USC IP
- Project: 42STRTUP
- Activity: **123456789**

All you need to enter in the Dept / Fund field in the Web Base system is: **123456789**. *Please proof carefully.*

Enter budget as you would normally do otherwise using / adding account code(s), dollar amounts and comments as necessary.
Transfer object codes (8XXXX) budgets were not adjusted from the prior year. These should be reviewed closely and adjusted to reflect FY17 anticipated activity.
Your Work is Complete When...

✓ Unit budgets are changed and comments are provided, if necessary, at the object code level by April 8, 2016.

✓ Unit budgets do not have debit amounts in revenue object codes and credit amounts in expenditure object codes (except contra-expenditures).

✓ All resources and expenditures are equal.

✓ Be sure and send your budget analyst an e-mail indicating you have completed your budget entry

✓ Units will check the “Manage” box to indicate actions are complete.

✓ Budget Office will lock responsibility at completion.
Web-based Budget Development Dates


- Budget Office will email when the system is up.

- All units will have until Friday, April 8 to complete budget changes.

- When you are finished, please email your budget analyst and check box on web-based system to indicate completion.
FY17 Budget Execution

- Units can begin submitting budget transfers beginning in August 2016.