FY2013 WEB-BASED BUDGET DEVELOPMENT PROCESS

“A” FUNDS
1) Provide convenient tool for submitting base budget changes

2) Establish the FY13 base budget amount for each unique Department/Fund & object 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 FY2013 base budget to the general ledger
Tuition & Fees

- Request for changes was due March 16

- Fall and Spring tuition is budgeted centrally. Academic units receive a budget based on February 29, 2012 freeze date

- Academic units will receive tuition for Summer I and Summer II

University tuition increase

- Amount of increase unknown at this time
General Information – Pay Package

Pay Package & Fringe

- The House pay plan is 2%. Senate is pending, but some type of pay plan is anticipated.

- Employer contributions for health insurance are expected to increase, however the amount of the increase is unknown at this time.

- SCRS contribution is expected to increase by 1.065% on July 1, 2012

- We expect that the employer contribution for unemployment compensation will increase but the amount is unknown at this time.
General Information – State Appropriations

No base budget cuts are anticipated to State General Funds base at this time.
February 29, 2012 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 base FY2013 budget

Why this date?

- More than half-way through the fiscal year
- Fall tuition is in, tuition reports provide ability to estimate for Spring
- 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, 31534/31533 or tax codes 81150/86150
  - Units cannot use object code 31600 and 31900
  - Units should not budget any pay package increase

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

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

- Download all data to an excel file

- Add object 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 50000

- Units may need to budget and/or reallocate amounts in 50000

- This object 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
Object 52085 is being deactivated and is not available for use in the web-based system. This line item should show a zero balance.

Transfer object code (8XXXX) budgets were not adjusted from the prior year. These should be reviewed closely and adjusted to reflect FY13 anticipated activity.
Your Work is Complete When…

- Unit budgets are changed and comments are provided, if necessary, at the object code level by April 20, 2012

- Unit budgets do not have debit amounts in revenue object codes and credit amounts in expenditure object codes

- All resources and expenditures are equal

- You send your budget analyst an e-mail indicating you have completed your budget entry

- Units will check box to indicate actions are complete

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

- Web-based budget tool available for all units beginning Wednesday, April 4, 2012

- Budget Office will email when the system is up

- All units will have until Friday, April 20 to complete budget changes

- When you are finished, please email your budget analyst and check box on web-based system to indicate completion
FY13 Budget Execution

- Units may make budget transfers via the BD system beginning in August 2012.

- Board approved initiatives will be allocated in August.