Budget 101 Workshop

Topics

- Budget Development Process (Revenues/Expenditures)
- Types of Funds
- Documents
- Interactive Demo
- Vacant/New Positions

Budget Development Process

Tuition and Fees

- Developed using the enrollment levels prepared by the Office of Planning, Analysis and Accountability (OPAA) and approved by the Cabinet
- Calculated against approved tuition rates for the various student categories (i.e., FT in-state UG, PT out-of-state UG, etc.).

General Funds (State Appropriation)

- Funding support received from the State

Other Revenue Sources

- Sources include room and board, athletic fees, lab fees, parking fines, etc.

Budget Development Process

- Prior year budget as the base
- Must be aligned with Revenues
- Fund divisional initiatives
- Fund mandatory expenses (COLA, R&R, Financial Aid, Health/Retiree Rate Changes, etc.)
- Aligns with BSU's Strategic Plan and FY Priorities
- Return 1% for fund balance requirement

Types of Funds

- **State Funds** – Departments supported mainly by tuition revenues and state appropriations. These funds are used to support instruction, academic, and student programming along with administrative processing departments such as Budget, Payroll, HR, and Controllers. These departments begin with a 1.
- **Auxiliary Funds** – Departments that are considered self-supporting through the generation of fees and other revenue sources such Athletics, Dining Services, Housing, and Student Center. Please note these departments follow the same budget development process as state funds. These departments begin with a 3.

Types of Funds

- **Grant Funds -** Funds sponsored by outside agencies either by federal, private, or local funds that are restricted for a specific use, such as Title III. All of which are managed through the Office of Research and Sponsored Programs and Grants Accounting. These departments have a PI associated with them that oversees the project. All department ids associated with Grants begin with a 4 or 5 along with a project id.
- **Agency Funds -** Funds managed by the University on behalf of an internal group/organization. For example, Student Government Association (SGA). Although they generate their funds similar to self-supporting units, we ensure their spending is performed within the University's rules, regulations, and processes. Agency funds begin with a 9.

Documents

- **Chart of Accounts** – List of department, revenue, and expenditure codes. Chart of Accounts - Pt. 1 (pdf) Chart of Accounts Pt. 2 (pdf)
- **Who to Contact** – List of various responsibilities by department along with the appropriate staff to contact for questions. Who Do I Contact (docx)
- **BSU PeopleSoft Department Expense-Revenue Budget Inquiry (pdf)** (Interactive)
- **Budget Transfer Form** – Used to transfer **budget** from one class to another class within your department.
  - This form should also be used to transfer budget from one department to another department if it is not considered an EXPENSE TRANSFER FORM. Normally done at the VP and/or Dean level to support a special initiative or need.
  - Budget Form – fillable (pdf)
  - Budget Transfer Sample_From Class to Class (docx)
  - Budget Transfer Sample_Orig Budget (docx)
  - Budget Transfer Sample_To Another Dept (docx)

Documents

- **Expense/Revenue Transfer Form** – Used to transfer **expenses** or **revenue** from one department to another. Form should not be used for class 01 and/or class 02 expenditures.
  - Expenditure Revenue Transfer Form (xls)
  - Expense Transfer Sample (docx)

Documents

- **PAF/SAR** – Used for any type of personnel action. Requires approval form the department head and area VP along with all supporting documentation to justify the request. The fact that it was discussed with the employee or have it signed by your VP does not imply the action as complete or approved. It has to go through various departments and more importantly HR for review and approval. Personnel Action Form (pdf), Salary Adjustment Request (pdf)

- **Personnel Requisition (Request to Hire)** – Used to advertise regular faculty employees. People Admin required for staff advertisement. Request for Hire Regular Faculty and Staff Form (pdf)

- **Contractual/Contingent Requisition** – Used to hire contingent employees. Requires supporting documents such as a job description and funding must be in place.

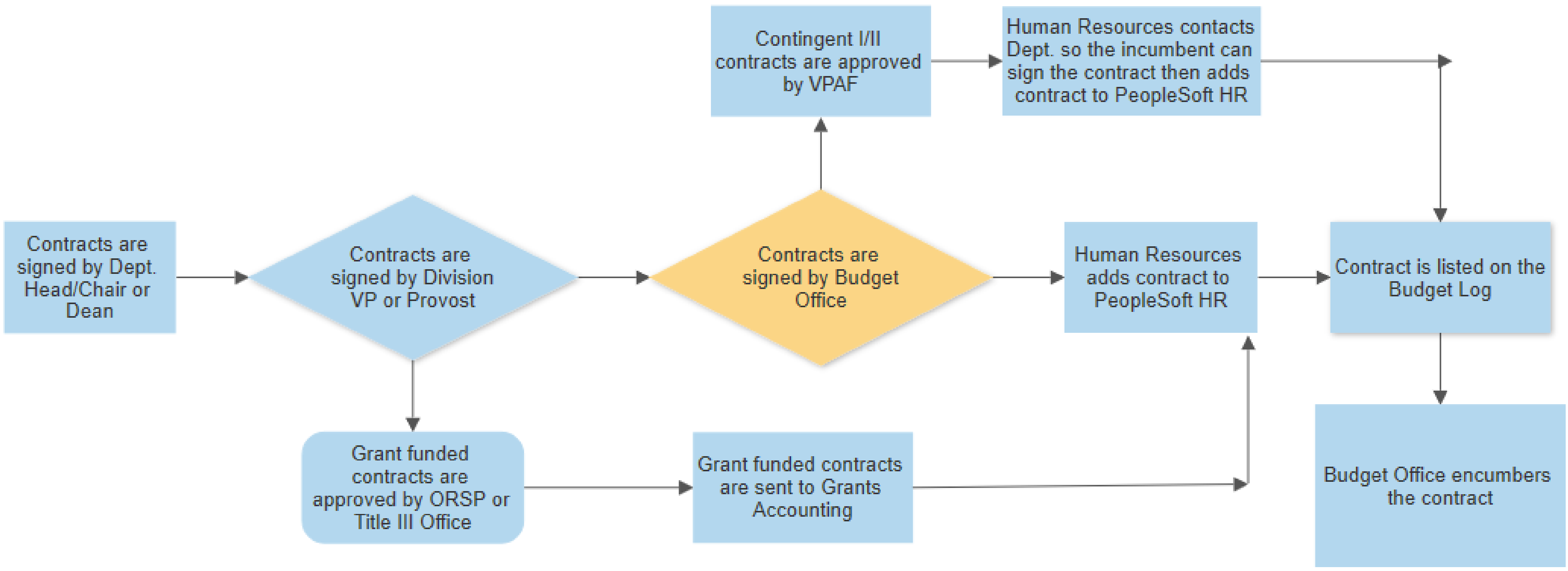
Documents

Contractual/Contingent Requisition continued

- **Adjunct Faculty -** Adjunct Faculty Appointment Contract (pdf)
- **Overload -** Overload Form (pdf)
- **Contingent I / II -** Contingent I Contract (pdf)
- **Student Employment -** Student Employee Contract (pdf)
  - Routing process for contract
  - How an encumbrance and/or contract amount impacts time entry
  - How to calculate a contract amount Contractual Payroll FY2020 (pdf)
  - Process to increase an existing contract
  - Process to liquidate/cancel contract
    - Salary Encumbrance Report (Interactive) Salary Encumbrance Report Class 02 (pdf) Salary Encumbrance Report Class 01 (pdf)

Documents

- Contract Approval Routing Process



Vacant/New Position

Vacant Position

- Position that is unoccupied as a result of an employee leaving the organization or department.
- Able to serve as a funding source for temporary employment.

New Position

- Requires a formal request to your area VP to include all supporting documentation such as purpose, need, funding, and how it aligns with the institutional/division/college/department strategic plan and goals.
- The area VP will review all documentation with the Budget Office and/or bring the request to Cabinet for discussion and approval.

QUESTIONS?