1. **Introductions (standard item)**

Elvia Medina-Bonilla filled the Executive Administrative Support position in Budget Services on 9/8/19.

2. **Report from Human Resources – Christina Brogdon**

3. **Report from Payroll – Lisa Kunkler**

   a. The Relocation Form – the form is being reviewed by HR/Payroll now. The routing of that form is being reviewed based on comments received. This will be discussed in more detail during the October meeting.

   b. AP Check Request changes—
   Please be advised the check request form located on the Purchasing website has been replaced with an updated form. Please note some of the following changes:

      - Requestor “signature” line has been removed
      - The form now requires the approver’s signature to be signed and printed
      - The vendor look up link has been removed (instructions for looking up a supplier is attached in this communication).
      - Supplier Information should include the Supplier number, Name and Address
      - Noted at the bottom of the form – handwritten check requests will be sent back – please type information on the check request. This will ensure the correct information is received.

4. **Report from Purchasing – Sandra Robinson & Lisa Elliott**

The Purchasing Forum will be held October, 4th from 1-2:30pm in the Coliseum Lecture Hall.

5. **Budget Amendment User Training – Kristin Smith**

The Budget Office will host Budget Amendment User Training each month, September through December. Please share this with employees in your areas. Employees can register for the training through DevelopWest. Please note that access to Budgets Overview is required for this training.

   - Friday, September 27th – 9:30-11am
   - Wednesday, October 30th – 2:30-4pm
   - Monday, November 18th – 9:30-11am
   - Wednesday, December 18th - 2:30-4pm

6. **Manager Report Training – Kristin Smith**

The Center for Business Excellence is offering DevelopWest Manager Report Training. This training will allow you to set up reporting templates to see the completion rates of training for those in your business unit. They will also walk you through how you can assign additional developmental training.
To register, please visit DevelopWest and enroll in a DevelopWest Manager Reporting session. If a session does not fit within your schedule or you need help enrolling in a session please email kbellive@westga.edu.

7. Reports To Change Effective Dates – Kristin Smith

Please make sure to use the start of the next pay period for updating the Reports To position on the Supervisor Change forms. If you are creating that form now, you should use an effective for the pay period that is coming up, not the current pay period that has started.

Time Approver changes for vacant positions should be made during the current pay period to avoid payroll issues.

Please make sure to use an effective date that is the start of the pay period.

8. Fund Balance Calculations for Auxiliaries and Fund 13000– Scott Puckett

The Office of Accounting has completed their review of the FY 2019 Fund Balance amounts for all Auxiliary Funds (12XXX) and fund 13000. The Budget Office will take the fund balances, add any fund balance amendment processed in FY 2020, and send those current fund balance numbers to the budget managers by the end of the month for use when utilizing additional fund balance. To recognize part or all of this fund balance, please submit a BA increasing your spending authority in account 499000.

The other self-support fund codes should be available shortly. Budget will notify everyone once we have the final numbers for those fund codes from Accounting. If you have any questions, please work with your analyst.

9. Merit Cleanup for August – Kristin Smith

To ensure merit dollars awarded align with our salary administration policy, the budget office has completed a cleanup of faculty merit funding provided by the University. If an employee moved positions prior to 8/1/2019, the change was analyzed to determine what should happen with the merit funding. Below are the possible situations and the actions taken:

a. Employee moved from an E&G funded position to another E&G funded position up to August 1, 2019 - Merit funding was moved from the old position to the new position
b. Employee moved from a Self-Support funded position to an E&G position by August 1, 2019 - Merit funding was provided by the University to the new position.

c. Employee moved from an E&G funded position to a Self-Support Position - Merit funding was returned to the University. Self-Support department will need to fund merit if they have not already.
d. Employee in an E&G position was separated from the University - Merit funding was returned to the University.
e. Employee in a Self-Support position was separated from the University - Self Support department has access to the merit funding barring any VP approvals needed.

Departments with any changes needed to their Self-Support budgets will be contacted by their analyst with a list of positions needing funding and positions that have available funding due to position changes.

If you have any questions please feel free to reach out to your analyst or me.
10. Reduction to Mandatory Fees – Scott Puckett

Now that the majority of Fall add/drop adjustments are complete, we’ve revised our Mandatory Fee revenue estimates and they have been provided to the appropriate departments. Almost all fees are experiencing further reductions based on these projections. The 9/5/19 email from Liz stated a deadline of Monday, 9/23/19, to submit BAs making budget adjustments. These adjustments must be reflected in our 1st quarter budget amendment, so if we have not received the BAs by end of day Monday, we will have to take the budget from wherever we deem appropriate.

Roundtable

- Academic Affairs would like to hear more about the plan for distributing Pay-As-You-Go funds this year. Budget will reach out to the VPAA’s Office to see if that is something that they want to discuss in this meeting.
- Please note that Budget Services has updated the Department Request Form and the Reports To Supervisor & Time Approver Change Form on our website. Please use the new forms going forward and check periodically for updates. We received requests to notify the Budget Managers’ when we place a new or updated form on our website.
- Budget to update the Payroll Reallocation form on our website to address formatting issues.
- Departments shared that the new Check Request form does not pull up on a general search from the UWG website. Budget has reached out to Accounts Payable to see if that can be resolved.
- Departments mentioned that they can no longer find the Food Services Internal Billing form when searching the UWG website. Budget to reach out to see if that has been renamed or changed this form. Budget will also see if someone could come answers specific questions about this form.
- Departments would like to see Business Plan & Fee deadlines discussed at the next meeting.
- Mike Speir mentioned that Facilities has an Assistant Director of Custodial and Campus Services position open.
- The Library is hosting the Muscogee (Creek) & Cherokee Nations of the West GA Region exhibit now.
- Please note that the registration for the Women Empowering Women event sponsored by RCOB ends next Monday, September 23rd.
- Housing hosted a scary movie screening last Friday, September 13th, in the Coliseum that had over 200 students. Way to go on a successful event!