

Budget Manager's Meeting

October 18, 2012

3:00 pm, Aycock Hall, 2nd Floor Conference Room



Format Change:

Starting in October, we would like to use the first 5-15 minutes of the meeting to share some Excel tips that might be useful to you. If you have any topics you'd like us to review, please let us know.

1. EXCEL Review – *Robert Carswell*

Using the TODAY and ROUNDOWN functions. Please see handout attached.

2. Introductions (standard item)

Pamela Chambers, new employee in Housing, was introduced. Will fill in for Stephanie Smith when unable to attend.

3. Report from the Controller's Office – *Randy Miller*

Reviewed the changes in the travel rules. The Controller's Travel website will be updated soon. Two training sessions will be offered and announced in the Daily Report. Additional training sessions may be scheduled if needed. It's important for everyone who travels or processes and/or approves travel to attend.

An important change is the purpose of the approval signature.

4. Report from Human Resources/Payroll – *Juanita Hicks*

- Open enrollment in progress
- Stay tune for change in maintenance and approval deadlines for November and December due to the holidays.

5. ePAF Implementation Update/PAR Workflow – *Liz Baker*

The ePAF solution as an electronic PAR is proving more difficult for the USG system to implement than anticipated. The biggest problem is its inability to handle multi-incumbent position numbers (i.e. hiring more than one employee in a single position). A way to overcome this problem is to assign a separate position number to each student worker, casual labor, and part-time faculty. This will require more numbers to track and additional budget changes. After some discussion the consensus was to recommend to the ePAF Implementation Team not to continue with ePAF.

Other options under consideration by the team are:

1. Investigate expanding People Admin to use as electronic PAR for all employee types a. Liz will contact People Admin for a presentation of all capabilities of their products. ePAF team will be invited.
2. Work with UWG ITS team to develop auto-workflow for PAR similar to Academic Affairs' curriculum approval program.

Regardless of which approach we take, we will need to establish the workflow for the form. You may recall that last fall we started developing Work Flow charts for setting up the routing of ePAF. We have just

updated the workflow charts for the Division of Business and Finance. Karen Hulsey will work with the other divisions to update the charts if needed.

6. Deficit Spending Review – Liz Baker

The end of September marks the end of the first quarter of fiscal activity for the year. Budget staff are contacting departments that have deficits. Please review and prepare budget amendments and/or expenditure transfers as soon as possible to correct.

7. Change in Fiscal Year for Summer School Activity – Liz Baker

Historically, a standard practice of higher education was to record all revenue and expenditures for the summer semester in the same fiscal year even if the semester coursework occurred in June and July. (June is the last month of one fiscal year and July is the first month of the next fiscal year.) Like most schools in Georgia, we would not post the tuition collected or the faculty/GA salaries for the summer semester until the next fiscal year.

As a result of the higher education audits two years ago, we now need to follow the accounting principle of charging revenue and expenditures in the time period earned. We will implement this change for the 2013 summer sessions. All revenue earned from all fees charged to students for courses offered in May and June (Maymester, the first half of Session 2, and Session 3) will be recorded as FY2013 activity. The second half of Session 2 and Session 4 will be recorded as FY2014 activity. This includes **general tuition, eCore tuition, eTuition, professional tuition differentials, WebMBA tuition, course/lab fees, housing, meal plans, mandatory fees, etc.**

From a fiscal perspective, the impact will be a one-time increase of revenue and corresponding expenditures equal to about 60% of the total summer semester in the current fiscal year. The revenue-types that I've highlighted in yellow above are recorded in funds 10500 and 10600 which lapse at the end of the fiscal year. Departments operating with housing, food service, and mandatory fee revenue retain their funds from year to year.

From an operational perspective departments that are funded by special tuition categories and miscellaneous fees in funds 10500 and 10600, will experience a one-time increase in spending opportunity in May and June. There should be no impact to the spending patterns and operations for departments operating from funds 12xxx and higher. For the Athletics departments it will be an advantage to have access to these resources earlier than in the past to prepare for fall semester.

Considerations/issues:

- a. How will summer semester revenue be recorded?
 - o As the revenue is assessed the student it will be recorded as earned. Accounting will need to adjust to reflect 60% of the revenue for the current fiscal year and 40% for the next fiscal year based on student credit hours in each session.
 - o Will review Banner set up options to determine if revenue may be separated by session.
- b. How will we record faculty and graduate student salaries?
 - o The salaries will be recorded in the month they work and are paid.
 - o May and June salaries will be charged to the current fiscal year.
 - o July salaries will be charged to next fiscal year.
- c. Will budget adjustments occur to accommodate the change?
 - o Budget will estimate the revenue for all summer semester revenue and increase FY13 with

- 60% of the revenue and the appropriate departments.
 - o Special tuition category departments will receive a **one-time** increase in spending authority.
 - o The university reserve will receive a **one-time** increase for the general tuition collection.
 - o Individual departments will receive a **one-time** increase for course/lab fees.
- d. Will year end spending deadlines change?
 - o No, estimates will occur prior to the deadlines.
- e. Should we change the start/end dates of any of our summer semesters?
 - o Deferred to Academic Affairs
- f. How will the Provost's office and Distance Learning handle the distribution of eTuition for this year's one-time increase (60% of summer 2013)?
 - o Deferred to Academic Affairs
- g. Will eCore and WebMBA send their invoices on time to pay from current year funds?
 - o The Business Office will work with eCore and determine timeline/process.

Roundtable:

- Donna Curvin announced her departure effective January 4, 2013
- Freedom Riders talk tonight from 7pm to 9pm
- Stephanie Rooks, who is out on medical leave, is anticipated to return sometime after December 1.
- Home football game tonight. Hope everyone makes an effort to attend.
- Don't miss the Terrance Simien & the Zydeco experience at the Townsend Center, October 20 at 7:30 pm.

Academic Affairs:

8. Summer Faculty Payment Processing – *Karen Hulsey & Juanita Hicks*

Each year after the summer school budget is reconciled, Budget Services and Academic Affairs reviews the process to determine what can be improved for next year. The cleaning up of the retirement benefits continues to be a lot of work and will not be fixed by ADP. The only different option currently is to move the summer faculty expenditures from the summer school budget into each department instead of moving the retirement benefits from the departments into the summer school budget. That would be only slightly easier.

To simplify the Excel templates that we use, we could populate the templates prior to sending to the departments by downloading the faculty and course load from Banner. Departments would still need to verify the salary and teaching load, but it would save them having to type in the names. Karen Hulsey will work with Karen West to determine feasibility of extracting data from Banner as the starting point for the summer payment schedules.

Payroll expressed concerns about the multiple revisions of the spreadsheets and not being able to identify the changes from one spreadsheet to another. Incorrect payments have resulted.

Next meeting: ~~November 15, 2012~~ November 29, 2012

Determining the Percent of Pay Periods Remaining in the Fiscal Year

When Budget Analysts are reviewing salary budgets for non-encumbered, non-benefited employee types, this formula is most helpful in determining if the current budget is sufficient. The formula calculates the number of pay periods remaining in the year and converts that to a percent. You may compare the percent of the pay periods remaining to the percent of the budget remaining as a “heads up” for potential deficit spending.

Use two functions in Excel

- **TODAY():** Returns the current date.
 - “TODAY” is the function is the day the file is accessed.
 - Need to identify a start date from which “TODAY” will be measured in a cell that will not be adjusted. Highlighted in green in the example.
 - In the background Excel reads these dates as numbers.

- **ROUNDDOWN(number, num_digits):** Rounds a number down, toward zero.
 - **Number:** Required, refers to the number, cell, or formula that you want the data or answer rounded down.
 - **Num_digits:** Required. The number of digits to which you want the number rounded. Highlighted in yellow.
 - The **ROUNDDOWN** formula is bolded below.

Creating the Formula:

1. Determine the number of days that have passed from today to the date of the first payroll.

Subtract the date of the first full payroll (I2 and I3) from the current date (using **TODAY()**).

2. Calculate the number of whole pay periods that have occurred using the **ROUNDDOWN()** function.

- Convert the number of days into percent of the year by dividing by 365.
- Determine the current pay cycle we are in by multiplying by 12 for Monthly and 26 for Bi-Weekly.
- These two transactions return a whole number with decimals that is being rounded down.

3. To determine the percent of pay cycles remaining and the budget remaining:

- Divide by the number of cycles per year--12 for the Monthly and 26 for the Bi-Weekly.
- For Biweekly, add the percentage of the year (6 days) not counted in the Bi-Weekly formula.

	(I)	(J)	Percent of Budget Remaining
	First Full Payroll	Percent of Budget Remaining	
(2) Monthly	7/1/2012	=1-(ROUNDDOWN(((TODAY()-I2)/365*12),0)/12)	75.00%
(3) Bi-Weekly	7/7/2012	=1-(ROUNDDOWN(((TODAY()-I3)/365*26),0)/26)+(6/365)	78.57%