

# Budget Manager's Meeting

November 29, 2012



**1. Excel Review – Robert Carswell**

Error function {IFERROR} – see attachment

**2. Controller's Office – no report**

**3. Payroll/HR – Juanita Hicks**

- a. December deadlines all in the first week. Unfortunately there is no room for exceptions.
- b. If staff are working the first week of the Holiday break or will be taking LOA, the requests need to be approved by your Vice President and the information submitted to HR no later than December 4. Emails will be accepted.

**4. FY14 Fee Requests – Liz Baker**

- a. Return forms to Budget Services by:

Fee Type	Due to Budget Services
Mandatory Fees	December 4, 2012
Misc/Elective/Course Fees	January 3, 2013
Food Service & Housing Fees	January 3, 2013
Base Graduate Tuition Fee	January 11, 2013
Graduate Professional Program Fee	January 11, 2013
eTuition Fees	March 1, 2013

- b. Any current fee charged to a student must have received formal approval by the President.
- c. Any change in a fee charged to students must receive formal approval by the President.
- d. If a fee is charged to students currently and is not on the attached list, you need to submit a fee request form.

**5. FY2014 Budget Development – Kristin Smith**

- a. Worksheets – column headings
  - 1) Position Number
  - 2) Current Employee Name
  - 3) Position Title
  - 4) Pay Group
  - 5) Account Code
  - 6) FTE
  - 7) Distribution %
  - 8) FY2013 Initial Budget
  - 9) FY2013 Current ADP Budget
  - 10) Current Salary (blank for lump sum; hourly rate for benefitted biweekly; annual for benefitted monthly)
  - 11) Hrly Rate Adjustments – changes made by departments
  - 12) Annual Salary Adjustments – changes made by departments
  - 13) Proposed FY2014 Budget – the higher of current salary and initial/current budget.
  - 14) Calendar - Waiting for clarification from the BOR regarding the budget due date

## 6. Staff Assignments – *Liz Baker*

Karen Hulseley –

Division of Business & Finance Budget Manager (excluding facilities)  
University Advancement  
Offices of the President  
School of Nursing  
ADP Position Management Analyst  
Budget Prep Fringe Set up  
[Budget Prep Fringe Reporting and Reconciling](#)  
Fringe Benefit Analyses  
Fringe Cleanup  
Electronic PAR  
[Summer School Reconciliations](#)  
[Faculty Contract Lead](#)

Kristin Smith -

COE  
RCOB  
Offices of the Provost  
Honors College  
Extended Learning  
FISAP Financial Aid Report  
External Reporting  
Revenue Reporting and Analysis  
[Quarterly Amendment Reporting](#)  
Budget Development Lead

Robert Carswell –

Facilities  
Capital Projects  
Division of Student Affairs & Enrollment Management  
Auxiliaries – fund 12xxx & 14000  
Student Activities - SAFBA, Campus Center, and International Fee (fund 13000)  
BOR Square Footage Analysis  
[Fund, Approp/Org Reconciliations](#)  
Excel Expert  
I-Strategy Lead

Jennifer Gordy –

COAH  
COSM  
COSS  
Library  
ORSP  
Financial Aid Grants/FWS  
Budget Services Website

## **7. Roundtable**

- Donna Curvin in COE will be leaving the first week of January
- Kari Cunningham participating in interviews for Food Service and Bookstore Managers
- Nina Saxon and Charlotte Kraft are retiring from HR/Payroll
- Gloria Smith retiring from the Office of the Controller
- Wish everyone safe and enjoyable holidays!

### **Academic Affairs:**

## **8. Funding Positions with eTuition**

Positions are being funded with eTuition dollars several different ways. Discussed standardizing approach to funding positions. Some considerations discussed were:

1. Split-fund everyone?
2. Select a few for all the dollars and provide documentation showing percent of positions?
3. Fund for a few months from one chart string then change funding chart string?
4. Do we implement a different process if the position is benefitted versus not benefitted?

# Using the IFERROR function

When Budget Analysts are evaluating data that is calculated from a list of numbers, an “error” response may be returned due to incomplete or erroneous data. This may make it difficult to find sums or averages within the newly created list. The IFERROR function allows Excel to ignore those errors so that the calculations can be made.

Error responses are identified as: #N/A, #VALUE!, #REF!, #DIV/0!, #NUM!, #NAME?, or #NULL!.

**IFERROR**(value, value\_if\_error)

- **Value:** Required. The cell that is checked for an error.
- **Value\_if\_error:** Required. The value or response to use if the formula generates an error as the answer.

Using the sample budget below, determine the percent of budget remaining in each department and the average for the departments. Due to zero budgets or missing values, a #DIV/0 error is returned.

Sample Budget				
Department	Budget	Expense	Remaining	% Remaining
Formula	VALUE	VALUE	Budget - Expense	Remaining / Budget
Social Science	\$ 100,000	\$ 89,572	\$ 10,428	10.43%
Law	\$ -	\$ 3,126	\$ (3,126)	#DIV/0!
Public Service	\$ 60,000	\$ 54,000	\$ 6,000	10.00%
Entertainment	\$ -	\$ 1,500	\$ (1,500)	#DIV/0!
Telecommunications	\$ 1,500	\$ 1,000	\$ 500	33.33%
Mathematics		\$ 91,750	\$ (91,750)	#DIV/0!
Science	\$ 140,000	\$ 80,442	\$ 59,558	42.54%
Literature	\$ 110,000	\$ 109,973	\$ 27	0.02%
Physical Education	\$ 55,000	\$ 59,558	\$ (4,558)	-8.29%
Administration	\$ 40,000	\$ 39,935	\$ 65	0.16%
			Average	#DIV/0!

To remove the “#DIV/0” so the Average calculation will work, add the IFERROR function to the formula for determining the % remaining in the last column.

In the example below, the formula is designed to return a blank space if an error is generated by the function. The blank is the indicator that something needs to be reviewed further. For the blank space to be the answer use [“”] for the **Value\_if\_error**. Anything can be placed between the quotations to better fit your needs.

Sample Budget				
Department	Budget	Expense	Remaining	% Remaining
Formula	VALUE	VALUE	Budget - Expense	IFERROR(Remaining/Budget,“”)
Social Science	\$ 100,000	\$ 89,572	\$ 10,428	10.43%
Law	\$ -	\$ 3,126	\$ (3,126)	
Public Service	\$ 60,000	\$ 54,000	\$ 6,000	10.00%
Entertainment	\$ -	\$ 1,500	\$ (1,500)	
Telecommunications	\$ 1,500	\$ 1,000	\$ 500	33.33%
Mathematics		\$ 91,750	\$ (91,750)	
Science	\$ 140,000	\$ 80,442	\$ 59,558	42.54%
Literature	\$ 110,000	\$ 109,973	\$ 27	0.02%
Physical Education	\$ 55,000	\$ 59,558	\$ (4,558)	-8.29%
Administration	\$ 40,000	\$ 39,935	\$ 65	0.16%
			Average	12.60%

*Note: This doesn't fix the error. Still important to determine why the errors exist.*