1. **EXCEL Review (standard item)**

   None

2. **Introductions (standard item)**

3. **Report from the Controller’s Office –**
   
   a. *Financial Assurance Forms* - the semi-annual Financial Assurance Forms will be sent to departments in the very near future for reconciliation and approval of account balances for the period of Jan 1, 2015 – June 30, 2015. These forms will not be sent until final FY15 balances are available and will be due back within 30 days of distribution to the Office of the Controller.
   
   b. *Travel Update SAO Announcement* - The Office of the Controller recently discovered that the State Accounting Office (SAO) has updated the Statewide Travel Policy with changes that went into effect 7/1/2015. The changes are as follows:
      
      o Prepayment of employee lodging is no longer allowed. Requests received and recorded in the Office of the Controller as of 7/15/2015 will be processed.
      
      o Airline priority, reserved or priority seating will no longer be reimbursed. Airlines are currently marketing this as increased legroom, seats closer to the front, or priority boarding. Each airline has its own name for it. Delta refers to it as Delta Comfort. United’s is Economy Plus. U.S.Air/American’s is Choice Seats. Southwest’s is Upgraded boarding.
      
      o We continue waiting for the updates to the BOR travel guidelines; however, we have sought clarification and understanding with the SAO and they uphold the policy as written. Historically, prepayments for lodging for student groups, athletic teams and studies abroad have never been specifically identified in the State Travel Policy; however, the Board of Regents typically provides an accommodation for these types of travel expenses. The University will reimburse Airline priority/reserved seating only if these are the only seats available for that flight. Such information must be typed in the comments field on the PeopleSoft expense voucher and approved by the Approving Official to be considered.

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

5. **June Pcard Payment – Michelle Hawkins**

   At our June meeting Jim Sutherland’s email sent June 15 was shared (see below). The Budget Office is compiling the final year-end balances by department for Purchasing. It will show the amount remaining
before the VP sweep, any adjustments to balances due to June payrolls, summer payrolls, and vacation payouts. The net balance remaining will be used as described below.

*If you purchase items with your Pcard between June 5th and June 30th with funds that are eventually swept through the end-of-year procedure, your FY16 budget will not be impacted. If you spend more in this timeframe than you have available to be swept, then your FY16 budget will be charged for the excess amount above the swept amount.*

So if you have $6,000 in your account at the time of the sweep and you have charged $5,000 on your Pcard your FY16 budget will not be impacted. However, if you have $6,000 in your account at the time of the sweep and you have charged $7,000, your FY16 budget will be reduced by $1,000.

The list will be emailed to Budget Managers early next week.

6. **MER Payment Processing – Karen Hulse**

MER increases that still have issues were moved to Batch 3. Liz sent out a list this morning of those departments. Any corrections (that work) sent to the Budget Office by 10:00 am tomorrow morning will be forwarded to payroll by noon. They should make the biweekly payroll. Any monthly corrections received by Tuesday, July 21, will make the monthly payroll.

7. **FY16 Budget Update – Kristin Smith**

a. All AA, SAEM, ITS, Police, Facilities worksheets have been sent to dept.

b. The worksheet itself will not contain the extra day for biweekly staff nor the merit, retention, equity (MER) salary increases. The budget aggregate detail file information from PeopleSoft will be included at the bottom of the worksheet. This data will contain the extra day budget for biweekly staff. The budget module auto-calcs the extra day.

c. Position Tracking Sheets still on track to be sent out by the end of August.

8. **University Toolkit – Liz Baker**

One of the issues many folks have with our administrative processes is where to find stuff. For a non-finance or non-administrative person it is not always easy to know which department handles what. And from a finance/administrative person’s perspective it’s not always easy to find student-related stuff.

The Barrier Team has taken on the task of creating a “University Toolkit” (name still in flux) which will be a one-stop website directory for finding where to go for what. Erin Brannon is heading up this team.

Attached is the list of items identified so far for the toolkit. Do you have suggestions?

8. **Move On When Ready Update – Michelle Hawkins**

See handouts

9. **Budget Overview – Liz Baker**

Since the new year started with the upgrade to 9.2, the Budget Overview screen in PeopleSoft does not work the same. Some procedures were sent to Budget Managers and were added to the training website on what was needed the first time you access the Budget Overview screen. However, we are finding
more small issue that make using this screen more cumbersome. The Budget Office is working on updating this document and hope to have more instructions about how to deal with these issues out soon.

10. **Office of Budget Services, Engage West, & Strategic Planning – Liz Baker**

Over the next few months the Office of Budget Services will update our Engage West action plan, develop our FY2016 office goals, and finalize our strategic plan. We will focus on three major items in this effort:

1) Role of the office – over the past few years other business office functions have increased staff and improved technical expertise of staff. The budget office can step away from “filling-the-void” as it is not needed. We will define the primary functions of the budget activity, the responsibilities of the university’s budget office, and the expectations of departments/divisions. The areas identified will be the focus for #2 and #3 below.

2) Improved efficiencies through streamlining processes – will seek input from users and constituents. What suggestions can you provide as Budget Managers?

3) Effective communication – We know this is an ongoing issue, however, there are times that we could do a better job reaching out to departments.

Are there other issues or concerns that you have about how the Office of Budget Services works?

**Roundtable**