

Budget Manager's Meeting

March 15, 2012



1. Controller's Office – *Randy Miller*

- FY12 Travel Year End Deadlines – please view the Controller's website for year-end deadlines regarding travel at: http://www.westga.edu/controller/index_19373.php
- Limits for Reimbursement – In the March 9, 2012 Daily Report the Purchasing department provides guidelines regarding reimbursement for items that are included in state contracts. Please review these guidelines prior to purchasing items for which you will request reimbursement. You may find a listing of all the Controller's Office Daily Report announcements on their website at: http://www.westga.edu/controller/index_13725.php
- Travel Service Survey – The Controller's Office will be sending out a survey to the campus community for their input regarding travel needs. Stay tuned!
- Enterprise Rental Agreement – UWG is looking at the possibility of Enterprise Car Rental billing the university directly in certain situations thus eliminating the traveler paying out of pocket up front. This applies to the Carrollton rental office only.

2. Setting Up Funding for New Positions After the Start of a New Year – *Liz Baker*

Two budget amendments will need to be submitted:

- One permanent for full year that will set up the budget in the next budget cycle.
- One temporary removing the funding that is not needed for the current year.
- The amendments need to be submitted regardless of when event occurs during the fiscal year. During budget development the Budget Office uses the amendments as authorization to change budget data for audit purposes.

3. Earnings Codes – *Liz Baker*

Earnings Codes are used in processing extra payments in Payroll and determine the account code that will be charged in a department. To assist departments in determining the correct account code for extra pay requests an Earnings Code chart is located on Budget Services website under Budget Management Tools, Position Management at: http://www.westga.edu/budget/index_16483.php

4. Budget Development Update – *Kari Cunningham*

The Education & General (funds 10000, 15000, 10600) and auxiliary (fund 12xxx) budget development worksheets have been distributed to the appropriate Vice Presidents. These sheets are due back to Budget Services no later than 5:00 pm on March 23. The self-support budget worksheets (funds 13000, 14000, 15000, 16000, 20000) are in the process of distribution and will be due back to Budget Services by April 6.

The structure of the worksheets was discussed citing some changes for next year.

- Include the current year's initial budget versus the current budget at time of development.

Although departments have the information would be easier to have on one sheet.

- Provide more time on the front end for Vice Presidents and departments to review their worksheets.

Everyone was reminded if a position number does not appear on the worksheet as anticipated, contact the Budget Office. Please do not add position numbers to the worksheet. The number may be used elsewhere in the university.

The question was asked if departments had to reserve state funds for grant-funded employees. It is not a requirement of the university's Office of Budget Services to require state and/or tuition funds to be held in reserve to cover 100% of the salary and benefits of employees funded from grant funds. A department, college, or division may choose to place funds in reserve, however, it is not a requirement of the university.

5. Budget Deficits – *Liz Baker*

Budget analysts will be notifying departments of deficits in their budgets. Additionally, we will be reviewing the estimated revenue budgets for self-support funds and compare to actual earnings. If a significant disparity exists, departments will be asked to submit amendments reducing spending authority and possibly transfer expenditures to another department.

6. Business & Finance Users Guide – *Liz Baker*

The Division of Business and Finance has prepared a “Users Guide” located on the Center of Business Excellence’s website. As Budget Services is usually the first department in Business & Finance that receives the paperwork of new employees, we will send an email to the employee notifying them of the guide. We encourage everyone to view the guide. It’s located at: http://www.westga.edu/training/index_57.php

7. Roundtable

- Reviewed “Helpful Hints” for summer payroll processing. They will be posted with edits on Budget Services website in the calendar section under the “FY13 Summer Calendar.”
- Darlene McDaniel’s position has been reclassified removing the Office of Budget Services duties from her job description. Kari Cunningham will be assigned the grant activities in the short term.
- Lots of folks shared news regarding new additions to their families – children, grandchildren, etc. Congratulations to all!

Next Meeting: April 19, 2012 at 3:00pm