

# Budget Manager's Meeting Notes

August 16, 2012



## 1. **Controller's Office – Randy Miller**

- Reconciliation of Departmental Accounts is due by 08/31/12 and must have approval signature of appropriate Dean or VP. Rick Sears will send form to department managers. Randy was asked if the Budget Managers could be copied on the email to assist with the on-time return of the form.
- Revised travel policy still pending effective 10/01/12...watch for Daily Report and other announcements.
- ePro receiving emphasis for vendor invoice payment processing. Departments need to complete the purchase process by signing off on the receiving portion of the on-line request.

## 2. **Relocation Expense Form – Liz Baker**

- Need to include the chart string on the relocation form to ensure funds are budgeted correctly.
- See Budget Services website for listing of department chart strings.

## 3. **Moving Personal Service Spending Authority – Liz Baker**

- Requesting departments to include fringe benefits on budget amendments when salary dollars are moving from one department to another.
- ADP does not handle the posting of benefits in PeopleSoft very well regarding the change in faculty coding for summer school and the matching funds for HSA accounts. The Budget Office is required to perform additional clean-up activity.
- A new amendment form will be posted on Budget Services website that includes the calculation of benefits for departments to use.
- As a reminder, whenever additional budget authority is needed for new hires, reclasses, promotions, etc., the funding provided needs to be permanent funding.

## 4. **FY13 Budget Reduction Update**

The state of Georgia is implementing a 3% budget reduction for FY13.

- 1% will be reduced from departments. Please submit budget amendments for the reduction.
- 2% will be reduced from University Reserve.
- The 3% total will be permanent and will not be restored in FY14.
- Anticipate another 1 – 2% later in the year that will be permanent as well.
- Need to spend conservatively.

## 5. **FY13 Budget Development Debriefing**

- Changing monthly salaries to be evenly divisible by number of pay periods – not all changes were accepted by ADP. Reviewing and will correct.
- Discussed what worked, what did not as well as suggestions for next year:
  - Budget worksheet review between Budget Office analyst and Assistant Director of

Academic Budgeting needs to include the Budget Manager of the college. Too many changes happen during the year and near year end for one office to keep track. Need input from multiple sources to ensure most accuracy.

- Include original/beginning current year salary budget on worksheet. Will have the following salary data – beginning FY budget, current FY budget, and current actual salary. The current salary will be pulled for use in the budget. As always, departments may change that amount by adding adjustments in the blue adjustment column.
- Having position titles on worksheets helps track positions. Title from ADP is what will be pulled.
- Leaving the travel and operating expense line blank works fine.
- Do not want any temporary transactions on the worksheet. Liz stated that we can exclude the temporary budget amendment information from the yellow box on the left-hand side below the salary data; however, the current salary budget by definition will include any temporary salary amendments.
- Timeline:
  - It was suggested that we pull the salary data later in the year for completing the worksheets due to so much turnover in the facilities area and some academic departments.
  - That would be difficult given the BOR timelines and the amount of time needed to prepare the worksheets for initial distribution.
- Providing a list of limited term faculty would assist academic departments.
- Will discuss changes/worksheet setup again prior to budget development cycle.

## 6. Roundtable

- USG/BOR Audits & Reviews:
  - the USG system is conducting a review of eTuition and course fees to determine appropriate use of fees; and
  - the use of accounting and budget journal overrides (where the transaction is manually forced through the financial system) to determine if poor budget monitoring exists.
- Budget Services Audit – the UWG auditors will be auditing the Office of Budget Services and our Mandatory Fee process to ensure compliance with procedures.
- Appears the payroll distribution report is not working for monthly payrolls and no payroll for July. Budget Services submitted a ticket.
- RCOB - BBT Lecture Series will host Mike Glenn on September 13, 2012 in the Townsend Center. Contact Townsend Center for reservation.
- Library now receives a part of the Starbucks commission so everyone, drink up!
- Athletics - majority of athletic staff have moved to new Athletic Office Building. The coliseum sports are staying in the Murphy building for now until the coliseum office annex is constructed.
- eCore Staff – some staff will move into the Murphy building where others have vacated.
- COAH – received a beautiful wooden bowl created by Philip Moulthrop, a graduate of West Georgia. Moulthrop’s father is considered the father of modern woodturning. Both the father and son have exhibits in the Smithsonian Museum in Washington DC. The bowl will remain in Dr. Sethna’s office until a permanent home can be determined.
- Townsend Center – ready to kick off 2012-2013 season so reserve space for your events early.
- ITS – Janet Nichols has been replaced by Wes Steverson as the new Open Text guru on campus. October 17 will host a security seminar-stay tuned for details.
- Robert Carswell – new budget analyst in the Office of Budget Services

- Facilities & Capital Planning – Linda Bittner moved to the AVP office when Michelle Ertzberger moved to managing the WIC program for facilities. Now have opening for Departmental Assistant Senior in facilities.
- COSM – Melissa Sullivan is the new Departmental Assistant Senior in the dean’s office. She moved from the Auxiliary Director’s office.
- Budget Services Staff Changes – Kari Cunningham is moving to the Auxiliary Director’s office as the new Finance Manager. Robert Carswell was hired as the new Budget Analyst Intermediate replacing De’Lisa Melson’s position. Starting September 4, Michael Richardson will replace Loretta Melson as a Budget Analyst Intermediate. Kristin Smith was promoted to a Budget Analyst Senior serving as the Academic Affairs budget lead and Karen Hulsey was promoted to a Budget Analyst Senior serving as the position management budget lead and taking over the implementation of ePAF.

**7. Summer School Coding Cleanup – Karen Hulsey**

- Removing retirement charges from academic departments and coding to the summer studies department or a grant as appropriate. When SUM earnings code is used, ADP places the fringe in the home department not the department that is charged the salary.
- Finished Maymester and grants. Working on session 2, 3, and 4.