

Budget Manager's Meeting Notes

February 16, 2012



1. **Expenditure Transfers – *Randall Rowland, Office of the Controller***
 - a. All expenditure transfers impacted FWS funding and positions need to be sent to Jo Etta Miller in Student Affairs and Enrollment Management before sending to the Controller's Office.
 - b. When moving actual salary expenditures, need to include the appropriate fringe charges. Using a payroll distribution report from ADP Reporting provides all the relevant information.

2. **Fringe Policy Review – *Liz Baker***
 - a. Please view Budget Services website, Budget Management Tools, for the fringe policy and how to budget.
 - b. For state & tuition supported departments:
 - Cannot access fringe dollars to fund other fringe deficits.
 - The fringe budget needs to follow the salary budget.
 - c. Auxiliary, DSS, Student Activity, Grants, Indirects, Special Tuition pools, and Earmarked State funds are required to cover their own fringe costs.

3. **FY13 Budget Development – *Kari Cunningham***
 - a. Calendar Review – See Budget Services website under “Calendars.”
 - b. Worksheet Review
 - Initial worksheets report FY13 salaries at the higher of the actual salary or the budget
 - Will round up faculty and monthly salaries to be evenly divisible by the employment term. Will add adjustments to worksheets. Funded by university not department.
 - Core Faculty will be removed from department's worksheet and returned to Provost budget.
 - Will not provide estimate for supplies, or travel. Department needs to complete.
 - Provost Office has requested vacancy pool adjustments reflected on initial worksheets
 - Worksheets will not be distributed with a deficit. If deficit exists, budget analyst will contact department to resolve.
 - Initial worksheets will be sent to the Vice President of the division for further distribution.

4. **FY2013 Faculty Contract Timeline – *Karen Hulsey***
 - a. Process used for past two years is working well.
 - b. Will continue with “4 Batches” of contract production.
 - c. Please see timelines on website under “Budget Calendars.”

5. **2012 Summer Sessions – *Liz Baker***
 - a. Tentative Due Dates distributed. Calendar on Budget Services website.
 - b. Data from Banner – departments use to verify.
 - c. Accounting Period Changes will not occur in Summer 2012 but for Summer 2013.
 - d. Will need to budget approx. 160% of revenue and expenditures for Summer school in FY2013.
 - e. Will work with Provost office to determine best approach for monitoring change.

6. Draft Year End Timelines – Randall Rowland

- a. Year End calendar will be on Controller's website soon.
- b. June 13, 2012 – last day for documents to be submitted to Purchasing for payment in FY2012.
- c. Department balance sweep will begin the morning of June 19.

7. Purchasing Road Show – Listed in Daily Report

Did you ever think the purchasing and contracting rules were confusing, restrictive, unproductive and just downright hard to follow? Do you know the Purchasing staff would like to visit you to answer your questions and explain the process and the reasons behind it? The Bookstore has graciously agreed to let us conduct our first Purchasing Roadshow – starring Shelly Parker – with their staff on Tuesday, February 14. If you are interested in scheduling your own Roadshow let us know. Contact [Shelly Parker](#) at 9-6398 or [John Klatt](#) at 95075.

8. Staff Changes

- a. DeLisa Melson moving to Budget Services effective Feb 20, 2012
- b. ePAF Implementation & Helpdesk function

9. Roundtable

- March 23 – Peking Acrobats at Townsend Center
- RCOB sponsored Tom Szaky on Feb 10 – great turnout!
- Art Annex – March tentative move in date
- Several resident hall changes coming this fall – stay tuned!
- Reorganization of the distance learning area. Two new deans – Dr. Michael Hester, Honor's College & Trans-Disciplinary Programs and Dr. Melanie Clay, Extended Learning.