Budget and Management Reporting

March 29, 2019

Budget Office

The Budget Office has regional oversight and administrative responsibility for the University of Alaska Southeast's annual operating budget and sponsored projects.

Primary functions are:

▸ Allocation and monitoring of annual operating budget

▸ Management Report-process and review

▸ Financial monitoring for compliance with UA regulation and policy

▸ Financial reporting

Banner Finance Structure

The accounting structure is from (lowest level of detail ascertained to highest):

- Fund Code
- Organization (Org) Code
- Program Code
- Account Code

Fund Types

- Unrestricted, 10xxxx
  - General unrestricted-funds available for use in the current fiscal year
- Auxiliary, 19xxxx
  - Enterprise or self-support units that furnish services to students, faculty and staff
- Restricted, 28xxxx
  - Funds received from an outside agency for a specific purpose or project
- Designated, 18xxxx
  - Unrestricted funds that have internal restrictions
- Match, 14xxxx
  - The university's committed share in support of a specific grant
- Agency, 94xxxx
  - Owned by others but held by the university as a custodian or fiscal agent

Organization Codes

Organization Codes

The five digit code identifies the department or a subset of a department and is where the activity occurs. For all of UAS the first designation is a 7.

Program Codes

Program code classifies functional activity that aligns with the National Center for Higher Education Management Systems (NCHEM).

Program codes are six digits and for all of UAS the first designation is a 6.

- financial statement reporting
- Integrated Postsecondary Education Data Systems (IPEDS)
- budget reporting
- institutional research
- facilities and administration (F&A) cost calculations

Each org has one default program code.

- Instruction--6110IN
- Research--6120RO
- Public Service--6230PS
- Academic Support--6240AS
- Student Service--6350SS
- Institutional Support-- 6160GA
- Operations & Maintenance--6372OM
- Student Financial Aid--6280FA
- Auxiliary Enterprises--6190UX

Account Codes

Account codes are four digit identifiers that describe in detail expenditures and revenues. Major account classifications are:

- 1101–1699 Salaries
- 18xx   Leave Benefit Costs
- 19xx   Staff Benefit Costs
- 200x   Travel
- 300x   Contractual Services
- 400x   Commodities (supplies)
- 500x   Equipment/Capital Expenditures
- 600x   Student Aid
- 700x   F&A Expense (relative only to restricted funds)
- 800x   Miscellaneous, Transfer, Debt
- 9xxx   Revenue

Fiscal Year Timeline

- **July**
  - New year begins
  - Prior year close out & clean up–final journals for the year
- **September**
  - First Management Reports for the year
- **February**
  - 1st Management Report to Statewide
- **March**
  - Start working on cleanup for fiscal year-end
- **May**
  - 2nd Management Report to Statewide & last for the year
- **June**
  - Budget workbook go out to departments–about a week to complete
  - Final labor redistributions for the current fiscal year

Budget Building

The university budget is an on-going multi-level process. This section will focus on the actual budget build for the upcoming new fiscal year.

- BOR approves budget from Governor-June
- SW send out distributions to universities
- Budget workbooks are sent out with a set of budget assumptions based on direction from Executive Cabinet
  - Amount of GF-State Appropriations
  - Changes in tuition and fees, rate and growth
  - Any projected system wide salary increases and benefit rates
- Workbooks will be due back in about a week to meet SW deadline

Budget Workbook Example

Department								
FY20 Budget Request								
Account Codes	Expenditures	FY19 Authorized Budget	FY19 Amended Budget	FY19 Expenditures (YTD, Projected & Encumbrances)	FY20 Request	Inc/(Dec) FY19 Auth to FY20 Request	Notes		
1001	Personal Services	381,228	381,228	363,400	381,228	0			
1601	Labor Pool	58,000	58,000	33,011	58,000	0			
1901	Benefits	127,672	127,672	122,459	127,672	0			
	Total Personal Services	566,900	566,900	518,870	566,900	0			
2001	Travel	6,600	6,600	11,765	0	(6,600)			
3001	Contractual	99,100	99,100	95,118	0	(99,100)			
4001	Commodities	87,900	87,900	74,896	0	(87,900)			
5001	Equipment	6,000	6,000	9,475	0	(6,000)			
6001	Student Aid	0	0	0	0	0			
8001	Misc Expenditures	0	0	0	0	0			
	Total Non-Personal Services	199,600	199,600	191,254	0	(199,600)			
	Total Budgeted/Expended	766,500	766,500	710,124	566,900	(199,600)			
Account Codes	Revenue	FY19 Authorized Budget	FY19 Amended Budget	FY19 Revenue (YTD & Projected)	FY20 Request	Inc/(Dec) FY19 Auth to FY20 Request	Notes	Total GF	To Distribute
9210	State Appropriation	437,100	437,100	437,100	0	(437,100)		415,000	415,000
9212	TVEP	0	0	0	0	0			
9222	GF Match	0	0	0	0	0		Total Tuition	To Distribute
9104	Graduate Division Tuition	0	0	0	0	0		195,100	100
9106	Lower Division Tuition	100,000	100,000	99,857	104,800	4,800	5% rate increase		
9107	Upper Division Tuition	0	0	0	0	0			
9108	Non Resident Surcharge	89,800	89,800	85,958	90,200	400			
9150-57	Student Service & Noncrdt Fees	0	0	0	0	0			
9159	Lab/Materials Fees	135,600	135,600	132,357	132,300	(3,300)			
9161-62	Student Computing Fees	0	0	0	0	0			
9163	Prof. Development Courses	0	0	0	0	0			
9165	Facilities Fee	0	0	0	0	0			
9330	Inter-Agency Receipts	0	0	0	0	0			
9355	Federal Receipts	0	0	0	0	0			
93-98xx	U of A Receipt	4,000	4,000	4,460	0	(4,000)			
9890	Unreserved Fund Balance	0	0	0	0	0			
981x	Indirect Cost Recovery	0	0	0	0	0			
99xx	UA Intra-Agency Receipts	0	0	0	0	0			
9961-62	CIP Receipts	0	0	0	0	0			
	Total Budgeted/Earned	766,500	766,500	759,732	327,300	(439,200)			
	Net Status of Budget Unit	0	0	49,608	(239,600)	(239,600)			

Management Report

Purpose of Management Reporting:

▸ Financial Managers
- ◦ budget status and a standard tool for financial management and planning.

▸ Budget Office
- ◦ a way to monitor the university's authority and a tool for completing reports on the university's fiscal status.

▸ UAS Executive Management
- ◦ current and projected financial information and projections for future year operating budgets.

▸ Statewide Executive Management
- ◦ a projection of year end expenditures and revenues in order to monitor a university's fiscal status.

- **Budget Office**
  - Extracts the financial data
  - Analyzes the data for accuracy and/or anomalies
  - Updates the Year to Date (YTD) expenditures, encumbrances and revenues
  - Distributes reports to each financial manager
  - Reviews and compiles all returned workbooks into a single report for presentation to the Chancellor and Vice Chancellor
  - Uses the reports to assure UAS remains in alignment with the authorized budget.

- **Unit's Responsibility**
  - Update projected expenditures and revenues for each org code
  - Update the personal service tab
    - Add new employees or new job assignments
    - Update hire dates or changes in contract dates
    - Update leave projections
  - Provide information/explanations for major deviations from authorized budget

Management Report Example

7xxx1 -Instruction

Report as of February 28, 2019; Includes Pay #5 (February 16, 2019)

Account Codes	Account Type	Authorized Budget	Amended Budget	YTD Expend.	Encumber/ Reservation	Projected Expenditures	Adjustments (In Process)	Total YTD, Encumb, Projections & Adjustments	Balance Available/ (Overspent)
1001	Personal Services	296,706	290,806	200,795		89,049		289,844	962
1601	Labor Pool	35,000	35,000	18,000		16,688		34,688	312
1901	Benefits	91,394	88,694	59,101		27,525		86,626	2,068
	Total Personal Services	**423,100**	**414,500**	**277,896**		**133,263**	**0**	**411,159**	**3,341**
2001	Travel	3,500	3,500	2,236	495	500	(1,500)	3,231	269
3001	Contractual	31,000	31,000	17,157	14,923	1,326	(1,500)	31,906	(906)
4001	Commodities	8,500	8,500	4,612		2,149		6,761	1,739
5001	Equipment							0	0
6001	Student Aid							0	0
8001	Misc Expenditures							0	0
	Total Non-Personal Services	**43,000**	**43,000**	**24,005**	**15,418**	**3,975**	**(3,000)**	**41,898**	**1,102**
	Total Budgeted/Expended	**466,100**	**457,500**	**301,901**	**15,418**	**137,238**	**(3,000)**	**453,057**	**4,443**

Account Codes	Account Type	Authorized Budget	Amended Budget	YTD Earned		Projected Earnings	Adjustments (In Process)	Total YTD, Projections & Adjustments	Balance Under Budget/ (Over Budget)
9210	State Appropriation	261,000	252,400	252,400				252,400	0
9212	TVEP							0	0
9222	GF Match							0	0
9104	Graduate Tuition							0	0
9106	Lower Division Tuition	100,000	100,000	82,365		15,000		97,365	2,635
9107	Upper Division Tuition	85,100	85,100	65,231		20,000		85,231	(131)
9108	Non-Resident Surcharge							0	0
9150-58	Student Service & Noncrdt Fees							0	0
9159	Lab/Materials Fees	20,000	20,000	13,520		10,000		23,520	(3,520)
9161-62	Student Computing Fees							0	0
9163	Prof. Development Courses							0	0
9165	Facilities Fee							0	0
9330	Inter-Agency Receipts							0	0
9355	Federal Receipts							0	0
93-98xx	U of A Receipt							0	0
9890	Unreserved Fund Balance							0	0
9810-11	Indirect Cost Recovery							0	0
99xx	UA Intra-Agency Receipts							0	0
9961-62	CIP Receipts							0	0
	Total Budgeted/Earned	**466,100**	**457,500**	**413,516**		**45,000**	**0**	**458,516**	**(1,016)**
	Net Status of Budget Unit	**0**	**0**					**5,459**	**5,459**

Personal Services Tab

PCN	Name	Hourly Wage	Acct	Benefit Type	Begin Date	Stop Date	Hrs Per Day	Days Per Contract	Days Rem	Sick	Holi-day	Annual	Per-sonal	Other
7xxx1 - Instruction														
880001	Smith, John	52.22	1101	5	12-Aug-18	11-May-19	8.0	195	60	-3	-1	0	0	-5
880002	Jones, Tom	44.87	1101	5	12-Aug-18	11-May-19	8.0	195	60	-3	-1	0	0	-5
880003	Jetson, Judy	52.22	1101	5	12-Aug-18	11-May-19	8.0	195	60	-3	-1	0	0	-5
880004	Hanson, Barbara	44.87	1101	5	12-Aug-18	11-May-19	8.0	195	60	-3	-1	0	0	-5
			1101	5	12-Aug-18	11-May-19		195	60	0	-1	0	0	-5
Total														
Pool Projections:														
987051	Temp Employee 1	22.36	1620	8	01-Jul-18	11-May-19	3.0	225	60	0	0	0	0	-10
987051	Temp Employee 2	22.36	1620	8	01-Jul-18	11-May-19	3.0	225	60	0	0	0	0	-10
987104	Student 1	9.84	1640	10	19-Aug-18	11-May-19	4.0	190	60	0	0	0	0	-8
987104	Student 2	9.84	1640	10	10-Dec-18	11-May-19	4.0	110	60	0	0	0	0	-8
987104	Student 3	9.84	1640	10	19-Aug-18	11-May-19	3.0	190	60	0	0	0	0	-8
987105	Summer Student 1	9.84	1641	9	12-May-19	30-Jun-19	8.0	35	35	0	0	0	0	0
			1620	8				0	0	0	0	0	0	0
			1620	8				0	0	0	0	0	0	0
			1620	8				0	0	0	0	0	0	0
Total Pool														
TOTAL PAYROLL PROJECTIONS														