Budget Office
**AREAS OF FOCUS**

- Operating and Capital Budgets
  - General Fund 11
  - Auxiliary Services Fund 15
  - New Program Fund 11 Analysis
  - Fund 18, 19 Reserve Budgets
  - Mandatory, Urgent Requests
  - Fund 29 Capital Project Budgets

- Position Control (Budget Validation)
  - Personnel Requests (PRFs)
  - Employee Data Forms (EDFs)

- Budget Revisions
- ROI Analysis of New Programs
- Reporting to Stakeholders
- Budget Performance and Incentives

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- Finance and Facilities
- Student Life
- Enrollment Management
  - Athletics

**Vacant**, Budget Analyst; x5553
Roles and Responsibilities

- Role of Budget Office
  - Oversee annual budget development and business planning process
  - Monitor functional area revenue and expense budgets
  - Report on business activity to stakeholders
  - Assist departments as needed with:
    - *Budget preparation and developing business plans*
    - *Financial analysis*
    - *Profit/loss statements*
    - *Review of new programs*
    - *Return on investments analysis*
Role of University Departments

- Maintain a balanced budget by monitoring spending
- Verify that funds are available before entering requisition or charging procurement card
- Request funds transfers and budget revisions
  - Note: Request fund and expense transfers from Accounting and budget revisions from the Budget Office.
- Report discrepancies on org reports promptly to appropriate party (Budget, General Accounting or Treasury Office).
- Notify Budget Office of potential cost overruns in advance of fiscal year-end
### Annual Budget Cycle

#### University Budget Committee Meets
- Enrollment targets are established
- Tuition, rate, and fee considerations

#### Board Approval of Tuition, Rates, and Fees
- New Programs (Fund 12) and Reserves (Funds 18 & 19)

#### Submit Fund 12, 18 and 19 Budgets to Budget Office
- General (Fund 11) and Auxiliary (Fund 15) Guidelines Disseminated

#### Board Approval of Upcoming Fiscal Year Budget

#### Submit Fund 11 and 15 Budgets to Budget Office

#### Budget Memos reviewed, reconciled by Budget Office
- Budget Office uploads budgets to PeopleSoft Financials

#### Human Resources launches University merit process

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There are two types of budget requests:

- **Mandatory** – requests are submitted to cover existing contractual commitments, increases, system maintenance or other fixed costs
- **Other Urgent** – requests are submitted to hire new staff, renewals such as membership or subscription fees, training, supplies, or other resources
Fund Descriptions:

- **General Fund 11** supports the University’s day to day operations which includes paying for administrative and general operating expenses.

- **Auxiliary Fund 15** consists of residential housing, dining services, conferences, Pryzbyla Center and the bookstore.

- **New Program Fund 12** (enterprise funds) are new degree programs or workshops designed to meet the on-going educational needs of our students, meet market demands and support the University’s Strategic Plan. These programs include workshops, off-campus programs, new degree programs or existing academic programs. New academic programs must be reviewed and approved by the Academic Senate.

- **Reserve Fund 18 and 19** are used for one-time expenses or to defray the cost of unanticipated events.

- **Capital Fund 39 Projects** are multi year projects to support the University’s infrastructure and equipment purchases greater than $5,000.
Guidelines and Procedures

Technology & Systems

Reporting Tools
Guidelines and Procedures

- Guidelines and instructions are sent to area Vice Presidents and Provost for each phase of the submission process (December and February)

- Vice-Presidents are provided annual budget targets which includes approved Mandatory and Urgent budget requests

- Salary spreadsheets are utilized for position control
  - Each full-time faculty and full-time staff position is uniquely identified by a position number assigned by Human Resources
  - Part-time or temporary positions are identified by a ‘pooled’ position number
Guidelines and Procedures

- The sum of the individual positions and pooled position equals the total salary budget
- New positions are approved by the University Budget Committee
  - New positions must be fully funded to receive approval – either reduction of an existing position or a new funding source
- The Budget Office validates funding for all position changes or additions and approves personnel requests
- Capital projects, grants, and contracts are budgeted and should equal the approved or available funding
The University utilizes the budget checking functionality of PeopleSoft referred to as ‘commitment control’

- PeopleSoft checks for correct chartfield combinations
- The system also checks for and validates that funding is available for direct expenses.
- Funds are budgeted on two levels, e.g., the *appropriation* and *detail* levels
  - Z001 – all expenses
  - Z002 – Compensation and Benefits - TRACKED
    - Z100 – salaries
      - 0100, 0170
    - Z101 – benefits
      - 0900
  - Z003 – Scholarship – TRACKED
    - 1000
  - Z004 – Other Direct Expenses - CONTROLLED
    - Z401
      - 1510
Technology and Systems

- There are particular funds that the PeopleSoft system controls expenditures based on available carry-forward balance plus any additional revenues posted during the current fiscal year.
- PeopleSoft pre-encumbers (requisitions) and encumbers purchase orders, salary and benefits, and other general expenses such as copier, phone and postage:
  - Encumbrances are released upon invoice payment or payroll processing each period.
  - Encumbrances are released quarterly for copier, phone and postage charges.
Technology and Systems

- Reviewing budgets in PeopleSoft Financials ‘real time’
  - Commitment Control
    - Review Budget Activities

**Budget Details**

Business Unit = “CUA”
Ledger Group = “ORG” or “APPROP”
Account – four digit account code
Fund – two digit fund number
Budget Period – “2011”
Department – six digit org number
Technology and Systems
Reporting Tools

- Real-time, distributed “org” reports (n-vision report) for departmental use and review
  - 1ORG/1RESERVE/1GRANT/1PROJECT/1ENDOWED
  - Provides “drill down” capability to review transactions
  - Procurement card has detailed transactions

- Tools Used by The Budget Office
  - BudMonth (Budget Performance) Report
  - DeptSum (Department Summary) Report
  - Appropriation Report
  - Fund Balance Report
Year End Incentive Programs

- To encourage prudent budget management, the university offers an incentive program to departments that come in under budget. If eligible, the department retains a percentage of the year-end positive actual budget variance of the Other General and Administrative expenses and those funds are transferred to a reserve fund identified by the department/school.
  - 50/50 split
  - 60/40 split
  - Legal
  - Auxiliary
University policies pertaining to budget and finance can be found on the CUA website at:

- [http://treasurer.cua.edu/Policies.cfm](http://treasurer.cua.edu/Policies.cfm)
- [http://policies.cua.edu/finance/index.cfm](http://policies.cua.edu/finance/index.cfm)

- *University Budget Policy*
- *Overhead Requirement Policy*
- *Cost Sharing Policy*
Monitor department activity throughout the year to ensure spending is within the approved budget.

Be careful when setting up requisitions and coding invoices. One of the main reasons for errors is the chart field combination. Please be sure to combine the Department Org # with the proper Fund #.

Establish a regular schedule to run reports to check actual spending against budget. Charges will not pass ‘budget check’ without funds. Verification of your available budget is essential to processing payments.