



UCCS Budget & Planning Office March 2019

THE BUDGET OFFICE IS NOW LOCATED ON THE 2ND FLOOR OF 1831 AUSTIN BLUFFS PKWY, UPSTAIRS OF THE HR OFFICE, JUST SOUTH OF MAIN CAMPUS.

[HTTPS://WWW.UCCS.EDU/RMD/BUDGET-AND-PLANNING-OFFICE.HTML](https://www.uccs.edu/rmd/budget-and-planning-office.html)

Did you know?

Board of Regents to come to UCCS April 4th & 5th



back row: Linda Shoemaker, Lesley Smith, Chance Hill, John Carson, Glen Gallegos
front row: Heidi Ganahl, Sue Sharkey, Jack Kroll, Irene Griego

The Budget & Planning Office has been busy over the past month preparing data for a financial presentation that will be shared with the Board of Regents when they visit our campus on April 4th and 5th. There will be representatives from each of the four CU campuses at this important session, when the Board of Regents will vote to approve tuition rate increases, the compensation pool increase percentage, and student fee increases. The Regents will reconvene in June and vote to approve next year's base budget for all campuses.

These sessions will take place in Berger Hall and are open to any faculty or staff who wish to attend.

Updates: Salary Increase Report

The first phase of the Salary Increase Report (SIR) review is now complete. All departments and colleges should have received an initial draft of this report to review for accuracy and returned a copy to the Budget Office with notes on any necessary edits.

If you are a director of a department and did not receive a report, please contact Scott Reardon in the Budget Office as soon as possible. Thank you!

The next step will be the preparation of the compensation pool that our office will compile and distribute to all units who have faculty or university staff positions that are base budgeted on any general fund speedtypes. This will provide the funding that departments use for merit increases. We'll be sending updated SIR's with additional info on comp pool allocations by no later than April 22nd.

For auxiliary units, historically our office has budgeted merit increases from the unallocated "salary pool" line within the same speedtype that the position is funded and paid. If you manage an auxiliary unit and wish to fund these increases differently, please indicate your funding method request clearly in the notes section after you receive your next SIR, or email Scott in the budget office. We will be budgeting all merit increases during the FY19-20 setup phase in July.

Thank you all for your assistance during this lengthy process. Please visit our website for additional information and updates.

<https://www.uccs.edu/rmd/budget-and-planning-office/salary-increase-report-information>

**** Important Reminder ****

The deadline for submitting fiscal year 2019-20 auxiliary budgets is **Friday March 29th, 2019**. Please contact Paul Goslin with any questions. Thank you!

Monthly Tips: Budget to Actuals

Speedtype	Account Code Lvl 05 Range	Total Budget	YTD Actuals	Encumbrances	Available Balance
xxxxxxx	400000 - 409999 -- FAC FTP SAL	120,000	55,000	25,000	40,000
xxxxxxx	401000 - 402199 -- FAC P/TGR SAL	0	5,000	55,000	(60,000)
xxxxxxx	407500 - 409999 -- STD & OTH PER SAL	1,000	1,000	0	0
xxxxxxx	460000 - 699999 -- OPER EXPENSES (EXCLUDING COG	200,000	115,000	8,000	77,000
xxxxxxx	700000 - 703999 -- TRAVEL	12,000	9,000	0	3,000

As we are rapidly edging closer to 2019's fiscal year end in June, we encourage departments to consider looking more closely at the general fund budget to actuals report we send out each month. You can also run and review your own reports if you prefer, however we should try to clean up *any deficits in available balance lines that show on this budget to actuals report before year end*. This is especially important for deficits on salary lines. Salary lines have benefits attached, and so cannot simply be covered from excess student hourly, operating, or travel balances on the speedtype, unless benefits are provided to the appropriate campus benefits pool. Please contact your dept's budget office representative with any questions.

Note: due to an ongoing glitch in the HCM to General Ledger feed, some faculty full time and faculty part time encumbrances do not appear correctly on the financial reports. Therefore, we do not require departments to reconcile these individual available balance lines. However, if the combination of the two lines has a net deficit (as in the above screenshot example), this deficit should be covered via temporary budget adjustment.

Upon review of this report as of February close, there were also some non-zero revenue and transfer balances within department speedtypes. Please review your reports and make temp budget adjustments where necessary to match actuals on these lines. They will need to be all zeroed out by fiscal year end. Thank you for your assistance!

Upcoming Deadline

All FY 2019 Continuing Budget Journals must be submitted to the Budget Office by no later than **Friday March 29th, 2019**. Only the Budget Office can enter continuing BJE's after that time.

Budget & Planning Office Contact Information

Looking for a previous newsletter? Visit our website for an archive of all of FY 2019 newsletters: <https://www.uccs.edu/rmd/budget-and-planning-office/publications>

Website: <https://www.uccs.edu/rmd/budget-and-planning-office.html>

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