

# UCCS Budget & Planning Office Nov 2018

THE BUDGET OFFICE IS AT 1873 AUSTIN BLUFFS PKWY, 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)

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## Upcoming: Training Opportunities

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Thanks to all who completed last month's survey. This information helps us gauge which topics are more highly preferred for future training sessions, as well as preferred training environments. The results are in:

- **6%** - prefer an open EPC lab environment where staff bring their own work/questions
- **41%** - prefer a structured training presentation on a specific topic
- **47%** - would appreciate both options
- **6%** - are not likely to attend either training environment

Most popular training topics:

1. Position and Benefits budgets
  2. Budgeting with Fee speedtypes
  3. Cash Transfers & R&R accounts, JE Spreadsheet Uploads (tie)
  4. FTE Budgets
  5. Entering & Approving BJE's
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We will use this feedback to help us prepare a training schedule during FY 2018-19. Please stay tuned for emails and/or future newsletter updates on this.

*It's not too late!* If you are interested in attending a future training workshop on a budget & planning-related topic, and have not yet had a chance to fill out our survey, it is still live at the following link:

<https://www.surveymonkey.com/r/WHZSXLZ>

*Remember this Date!*  
*Controller's Office Finance Group Meeting*  
*Monday November 26*  
*9:30-11:00 in UC 124*

## *Update: FY19 Carryforward & Reserve Spending Plans*

Our office would like to thank all those who assisted us with updating UCCS' departmental reserve spending plans. This is an important process that will be reviewed by members of the Chancellor's Cabinet.

We are nearing the step in the Carryforward process where all General Fund FY18 Year-End available balances will be uploaded as one-time funding into FY19's budget ledgers. As we discussed in previous newsletters, this is a lengthy process that requires multiple levels of justification provided to the CU System Office.

We continue to encourage all colleges and departments to keep their year-end carryforward balances as low as possible. If we end with high carryforward balances (especially when compared to recent previous years), it raises the possibility that questions might be posed by reviewers. Please review your budget reports closely during the waning months of the fiscal year and move available excess balances to plant fund accounts. This not only lowers our campus-wide carryforward balance, but also provides more transparency in the following year's budget reports. As soon as our office opens the budget ledgers, you may transfer cash from your plant fund back into your Fund 10 and you will then see your full allotted budget (please only do this for funds you plan to use that same year). If you wait until carryforward hits, you won't see this one-time funding until November or even December.

### A few additional tips on moving balances to/from reserves

- Please ensure these funds abide by the stipulations on your reserve spending plan. The campus will be monitoring this.
- Fee plant funds should be separate from non-fee plant funds, like their respective fund 10 accounts.
- Salary reserves should be separated from operating reserves. If your department does not have a salary-specific R&R account, please create one by submitting a chart field request to [acctfinc@uccs.edu](mailto:acctfinc@uccs.edu)
- Auxiliary excess balances should only be transferred to a fund 78 account. Fund 10 reserves need to be separate from auxiliary reserves.
- There is no auxiliary carryforward process, as year-end balances will automatically roll forward to the next year as available cash. We do encourage you to use an appropriate fund 78 account to move reserve funds for deferred maintenance or large equipment purchases.

**\*\* Reminder: \*\* - All Fee Proposals are now due**

*If you haven't yet submitted a fee proposal to Terri Wagner, please contact her or Suzanne Scott asap. Thank you!*

### Monthly Tips: Cost Shares

A *Cost Share* account is a unique speedtype that can exist in both the general fund and auxiliary range of CU's chart of accounts. These speedtypes do not have a program code like other speedtypes in these ranges, but rather a project code.

SPEEDTYPE: 42200001 -- COST SHARE 4540821 GLUSHCHENKO (INACTIVE)  
FUND: 22 -- COST SHARE AUX ENTERPRISES  
ORG: 40066 -- LAS-PHYSICS  
PROJECT: 4540821 -- MICROWAVE MOTION SENSORS HARMO  
ACTIVITY: 1 -- MICROWAVE MOTION SENSORS HARMO  
SUBCLASS: NO SUBCLASS

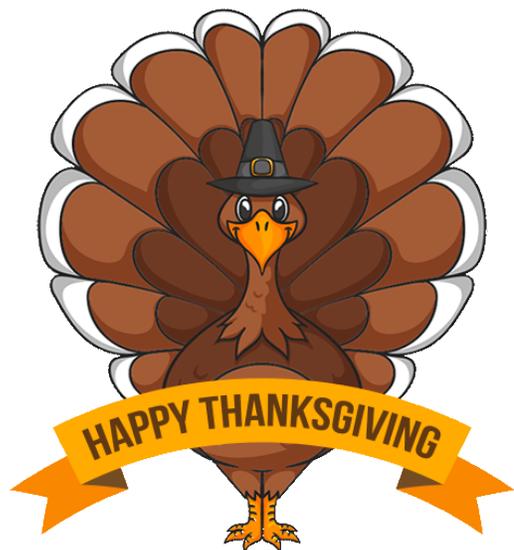
These speedtypes are set up via collaboration from the Controller's Office Grants team and the Office of

Please take a moment to fill out our short survey regarding FY18 Year-End. You can access the survey at the following link:

Sponsored Programs and Research Integrity (OSPRI). They are needed when a cost share agreement is made on a grant for a portion of funding to come from a fund 10 or auxiliary account (e.g. a portion of a staff's salary). By creating a fund 22 cost share speedtype, we can transfer funding directly from a fund 10 or 20 speedtype via a cash transfer, while causing this funding to also appear on project reports, as budget in fund 22's will be uploaded into the grants module. This funding will now roll forward across fiscal years for multi-year projects, and fulfills other requirements for sponsored project agreements.

Because this process is complex and involves restricted funds, we are requesting that departments do not enter or approve any fund 22 transactions. Please contact the Controller's office Sponsored Projects team with any project questions, and Scott Reardon with any budget questions. We will work to ensure that all department finance liaisons are copied on any cost share transactions we process. Please include us if you are contacted by another department or individual regarding a cost share transaction. Thank you!

**\*Note-** we are in the process of phasing out all fund 12 cost shares. Please use only fund 22's, and do not submit a fund 12 chart field request. After all active projects linked to old fund 12 speedtypes reach the end of their life cycle, we will be deactivating every fund 12.



<https://www.surveymonkey.com/r/9THKGW5>

## Budget & Planning Office Contact Information

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From l to r: Terri Wagner, Scott Reardon, Suzanne Scott, Paul Goslin, Rhea Taylor, and Ben Davies