



UCCS Budget & Planning Office Sept 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)

The Budget Ledgers are now open!

Our office would like to thank you all for your patience during the FY 2018-19 Budget Setup process. We now encourage all units to review their budget reports and submit budget journal adjustments. Continuing budgets and position budgets should be reviewed especially closely during this time, as the window for making these types of adjustments is shorter: we'll need to cut off these types of adjustments in early 2019 in preparation for the salary increase report and running compensation pools, as well as preparing our base budget model for Board of Regents approval.

While reviewing your reports, please check merit increases to positions and inflationary increases for accuracy.

Notes

- Merit increase amounts should tie to your latest copy of the Salary Increase Report for all University Staff and Faculty.
- Classified Staff received an across-the-board 3% COLA (cost of living adjustment) increase.
- Account Codes in the Operating range (460000-699999) received a 1% base inflationary increase, as well as travel and fixed assets.
- Lecturers and Student faculty budgets received a 3.0% increase.
- Hourly employee budgets did not receive an across-the-board percentage increase, but a weighted percentage increase based off previous years' expense totals.

F & A Updates

All staff who work with F&A distributions should now have received a distribution summary draft from our office. If you are involved in this process and did not receive an email, please contact Ben Davies.

We encourage you to review this spreadsheet carefully and contact Ben Davies with any questions. Please be sure to provide our office with any changes to the departmental speedtype(s) you wish to use for distribution. The standard distribution is per approved policy and cannot be changed at this time, however if there has been a special agreement discussed with your unit that does not appear on this summary, please let us know.

What is F & A?

F&A cost, or Facilities & Administration cost, is one of two forms of indirect costs incurred at UCCS, along with GAR (General Administrative Recharge). While GAR is charged on auxiliary department activities, F&A is charged to grants (fund 30 and 31). The amount charged is as a percentage of total direct costs used on the specific sponsored project. The F&A rate is negotiated between UCCS and the Department of Health and Human Services (DHHS) every four or five years. It is currently set at 44% through 2020.

This rate is charged to sponsored projects for use of UCCS facilities and utilities, and for administrative overhead costs. This fee is collected as revenue in a Fund 11 account, which provides the funding in several campus F&A fund 10 holding speedtypes. The Budget & Planning Office then coordinates allocation of this budget to campus units annually, through an approved distribution policy. This policy is currently 22% to Academic Affairs programs housed under the Provost Office, 30% to the VCAF areas, 8% to the Library, and 40% towards the individual colleges.

More info can be found at the following link:

<https://www.uccs.edu/rmd/uccs-controllers-office/indirect-cost>

General Fund Budget to Actuals Report

After the budget ledgers are open, all units that manage general fund budgets will be receiving monthly reports from the Budget Office.

We understand that many of you already run and review your own reports within the Finance system, but we encourage you to also review the reports sent by our office, as they are summarized into account code levels that all budget balances need to be reconciled for year end. Revenue and transfer balances should always be zero, and any expense balances that are in deficit on this Budget Office report will need to be funded (the only exception being full-time faculty lines and part-time faculty lines,

as some of these still show discrepancies due to a glitch in the HR-GL feed to finance reports from HCM).

If you are funding full time salary lines from part time salary, hourly salary, operating, or travel lines, please include appropriate benefits funding. Please contact our office if you need any assistance with benefits speedtypes or dollar amounts.

**** Reminder: ** - Fee Proposals due**

November 16, 2018

Please contact Terri Wagner with questions.

Coming Next Month!

- *Info on Auxiliary Budget to Actuals reports from Budget Office*
- *Updates on Annual Budget Reviews*
- *Info & Tips: Salary Savings, Plant Funds, and Position Budgets*
- *And more!*

We'd like your feedback!

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

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

Budget & Planning Office Contact Information

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

Dept. Email: budget@uccs.edu

Suzanne Scott – Director
x-3541 / sscott6@uccs.edu

Rhea Taylor – Associate Director
x-5113 / rtaylor@uccs.edu

Paul Goslin – Budget Analyst. Dept. Contact: COE, COB, KFL, SPA, VCAF Facilities & Auxiliaries, VCSS Auxiliaries
x-3462 / pgoslin@uccs.edu

Scott Reardon – Budget /IT Analyst. Dept. Contact: LAS, OIT, VCUA– x-3389 / sreardon@uccs.edu

Ben Davies – Budget Analyst. Dept. Contact: Chancellor Office, Provost Office & Academic Affairs Programs, VCAF & VCSS General Fund- x-3714 / bdavies@uccs.edu

Terri Wagner – Budget Analyst. Dept. Contact: Beth-EI, UCCS Presents, Public Safety – x-5177 / twagner@uccs.edu

