



UCCS Budget & Planning Office August 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)

Updates: Fiscal Year 2018-2019

FY 2017-2018 Carryforward

JOB CODE/DESCRIPTION	FTE	FY 2014-15 JOB ANNUAL RATE	MERIT
2248 -- ACADEMIC SERVICES PROF	0.50	100,000	2,000
2248 -- ACADEMIC SERVICES PROF	0.50	100,000	2,000
2248 -- ACADEMIC SERVICES PROF	0.50	95,000	1,900
2266 -- BUSINESS SERVICES PRINC	0.50	85,000	1,700
UNIVERSITY STAFF GENERAL FUND	2.00	380,000	7,600

Our office would like to thank all departments for your assistance with the FY 2017-2018-year-end close and finalizing the 2018-19 Salary Increase Report (SIR). All budgets for the salary increases appearing on the SIR are now posted.

Our office is currently wrapping up the final few campus commitments and budget adjustments in preparation to open the ledgers to campus departments at the end of August. **Please do not submit any budget journals until this process completes after the August month-end close on Wed. September 5th.** We do encourage you to begin reviewing your budgets reports, with the understanding that a few budgets are still subject to change.

Carryforward is an annual Budget Office process in which all General Fund remaining expense balances on speedtypes at the end of the fiscal year are returned as temporary one-time funding to campus speedtypes during the current fiscal year.

Like last fiscal year, the campus will not be charging a tax this year to departments for any carryforward balances.

Note: Departments do *not* need to submit any carryforward request forms to the Budget Office this year.

Carryforward is a lengthy process that begins in September and requires approval from both the Board of Regents and the Chancellor's Cabinet. Once approved, the Budget Office runs a large query to upload the carryforward funds as a large unbalanced temporary budget entry.

In most years, carryforward does not post until as late as November or even December. For this reason, we always encourage departments to move all or most of their excess year-end expense balances to an appropriate departmental plant fund (fund 72). Not only does this provide departments with financial reports that show a more accurate depiction of available funds throughout the entire year, but it reduces the campus carryforward totals that are reviewed by other campuses.

****DEADLINE** - Reserve Spending Plans**

Friday Sept 7th at 5:00 P.M.

All campus financial liaisons and/or department heads should now have received their reserve balance summaries from the Budget Office, as well as the spending plan template sent in an August 15th email by Rhea Taylor. Please use this template to address these balances with a spending plan.

Please use as much detail as possible when filling these templates, as they will be reviewed by the UCCS Chancellor's Cabinet. Please contact the Budget Office if you have any questions.

**** DEADLINE** - Fee Proposals**

November 16, 2018

It is time to begin planning for fee proposals for FY 2019-20. Completion of the fee proposal template is required whether the fee is a new fee, an increase, a decrease, or an elimination of a fee.

These templates should be filled out completely and returned to Terri Wagner (twagner@uccs.edu) by **November 16,**

2018. Please remember that any fee proposal must go through the appropriate Fee Advisory Board, referenced in the Institutional Fee Plan and be approved by the Dean/Director. Please include the meeting minutes with the template.

The Budget Office will compile all fee requests and meet with the Provost and the Vice Chancellor of Administration and Finance to present fee proposals. Additional information may be requested at this time. The fee proposals will then need the Chancellor's Cabinet approval before submitting to the System Budget Office for presentation at the February Board of Regents meeting.

Monthly Tips: Rollforward vs. Carryforward

Rollforward and Carryforward are terms used frequently in the budget office, and while similar in name, are quite different in concept.

Rollforward

Rollforward is *base*, or continuing, budget provided to campus departments in July (period one) of each fiscal year.

For all **General Funds (Fund 10)**, this base budget will equal the continuing budget amounts on every account code (including position numbers for full time salary account codes) of every fund 10 speedtype at the end of the previous fiscal year (period 998).

For all **Auxiliary Funds (Fund 20-29)**, the Budget Office will send out rollforward request sheets to all campus financial liaisons and department heads as we approach fiscal year end. Unlike General Fund speedtypes, auxiliary speedtype base budgets will not automatically match the previous year end's base budget amounts. All new fiscal year base budgets must be requested and approved prior to the start of the new year.

For all **Restricted Funds & Cost Shares (Fund 22,30,31, & 32)**, the previous year end's continuing budgets will automatically roll forward to the new fiscal year similar to the General Fund, however temporary budgets and actuals roll forward as well, and appear as "period zero" transactions. This process will continue every year throughout the life cycle of the Project.

We encourage departments to review their continuing budget balances and make adjustments as early in the fiscal year as possible, after the budget ledgers are opened. The deadline for departmental base budget adjustments will be at the end of February for fulltime salary budgets, and the end of March for all other continuing budgets.

Please reference the Institutional Fee Plan and the Allowable Uses and Restrictions for Academic Fee Statement on the Budget & Planning website.

If you have any questions, please contact Terri Wagner at x5177.

Save This Date!

Annual Budget Reviews

All Day January 28,29, & 30 in UC 116

Carryforward

Carryforward is the process of rolling forward *remaining budget balances* at the end of the year into the next year. The key difference between carryforward and rollforward is that carryforward budget is *temporary*, or one-time funding provided to departments. This funding is similar to reserve cash balances in that once this funding is spent, it disappears permanently.

Carryforward balances are split into two categories: mandatory and non-mandatory. Speedtypes with mandatory carryforwards include financial aid, fees, F&A, and awards and research initiatives. These speedtypes will always carry forward into the next year their remaining balances as temporary funding.

All speedtypes with general operating budgets are considered non-mandatory, and their carryforward balances may be susceptible to being taxed. The tax amounts will be moved from the department into a general campus fund.

Coming Next Month!

- *Info and updates on FY18-19 F&A Distributions*
- *Info and updates on the FY18-19 Personnel Roster*
- *Info on changes in the next Annual Budget Reviews*

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

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