

UCCS Budget & Planning Office Oct 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)

Upcoming: Training Opportunities

If you work at all with General Fund or Auxiliary Fund budgets, please take a minute to fill out a very quick survey that you can visit at the following link:

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

Our office would like to start scheduling periodic training sessions and/or open lab sessions, and we'd like your feedback on which topics may interest you most. Thank you!

Auxiliary Budget to Actuals Report

Last month we provided some info and tips for the monthly General Fund Budget to Actuals report that we send out monthly to department heads and/or financial liaisons. We also send out a separate report around the same time for all departments with active auxiliary speedtypes (Fund 20-29).

Please review these spreadsheets and adjust budgets where necessary to fix any budget deficit lines that show on this report. Contact Paul Goslin with any questions.

Auxiliary Cash Balances: Unlike General Fund speedtypes, the most important figure on auxiliary speedtypes is the cash balance. Please review this figure on all speedtypes and adjust where necessary any deficit cash balances. Our office cannot approve budget increases to auxiliaries that have deficit cash balances, and the Controller's Office will

not approve cash transfers out from speedtypes with deficit cash balances. Deficits can be corrected via cash transfers from a fund 78 (auxiliary R&R) account, or via cash transfer from another auxiliary account.

Our office is aware that there are several auxiliary ORGs that have a central admin speedtype where all salaries are expensed, but revenue is collected on other speedtypes within the org. Please provide these speedtypes to the budget office if you receive a report from our office asking you about deficit cash balances.

Please also note that apart from rare extenuating circumstances that would require special approval from both the department head/VC and the Budget Office director, auxiliary accounts should not be funded from a General Fund account. Most auxiliaries are set up to be self-funded entities, not receiving direct support from tuition and fee-generated general funds. Auxiliary fee speedtypes should abide by the same restrictions as general fund fees. Our office will not approve any BJE's that mix fund 20's with fund 10's, nor any cash transfers from a fund 10 to a fund 20-29 account.

Did you know...?

In the past, the CU System Office has been known to charge a PIE penalty to orgs that finish a fiscal year in cash deficit. Please review your reports on an org level as well as a speedtype level, and work to true up any org-level cash deficits before FYE.

For more information on PIE (Pooled Investment Earnings) and its impacts on all CU campuses including UCCS, please visit the CU System website:

<https://www.cu.edu/treasurer>

Monthly Tips: Budget FTE's

Any departments who review the Position Budget Report in the Finance System should note the important distinctions between **HR FTE's (Full-Time Equivalency)** and **Budget FTE's**.

HR Salary	HR FTE	BUDG FTE	CONT BUDG	TEMP BUDG	TOTAL BUDG
			16,820.00	0.00	16,820.00
84,741.00	1.00	1.00	84,741.00	0.00	84,741.00
116,113.08	1.00	1.00	116,113.00	0.00	116,113.00
52,000.01	1.00	1.00	52,000.00	0.00	52,000.00
59,534.04	1.00	1.00	59,534.00	0.00	59,534.00

HR FTE's are calculated within HCM, CU's HR Database, all employees. This FTE is based off the standard hours that occupants of the position are expected to work that is decided upon creation of the position.

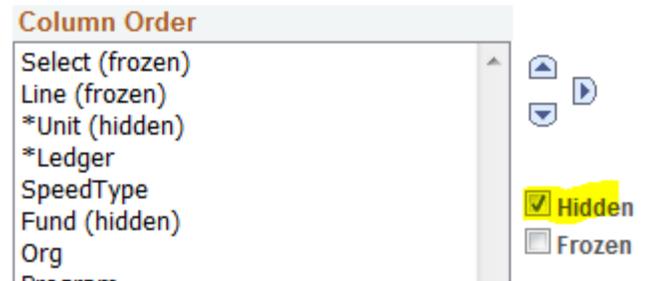
Budget FTE's are calculated within the Finance System to measure what FTE portion of the position is base funded. When your department adds or adjusts continuing budget to any position, please also update the Budget FTE accordingly. For example, if a position is moving from fulltime to just 50% time, please reduce the Budget FTE by -0.5. The FTE value should never exceed 1.0. This can be done in a continuing budget entry in the Stats Amount Field. You will also need to write "FTE" in the Stat Code field on every journal line where FTE amounts are being adjusted. You may need to unhide these journal line fields in the "personalize" settings menu by unchecking the "hidden" box.

Date 10/15/2018
 Change Values
 Process
 Personalize
 Amount Stat Stat Amt Reference
 25,000.00 FTE 0.5 00411303

We'd like your feedback!

Personalize Column and Sort Order

To order columns or add fields to sort order, highlight column. Frozen columns display under every tab.



The Budget Office will clean up Budget FTE's each year during the Budget Setup phase. After the ledgers open, all departments should be reviewing and adjusting Budget FTE's when making base position changes throughout the rest of the fiscal year. Our office uses these numbers in the annual Personnel Roster that we print for the Chancellor's Cabinet, as well as in our annual Budget Data Book that we print for the CU System Office.

Other quick tips:

- FTE adjustments can also be entered in Temporary Budget Entries, but they will be recorded as temporary Budget FTE's. Departments do not need to adjust temporary FTE's when making temp budget changes to positions.
- The position budget report will combine temporary and continuing FTE amounts into one summated number. The Personnel Roster report in the Finance system separates these two FTE types.
- Only base budgeted positions need FTE budgets. FTE Budgets should not be used for salary pool budgets, lecturers, or student employees.

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

November 16, 2018

Please contact Terri Wagner with questions.

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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New! Monthly Budget Office Fun Facts

- The Budget and Planning Office approved 477 departmental budget entries in FY18, totaling 3,345 journal lines and debited dollar adjustments that totaled \$21,752,239.00! Thanks to all for your hard work in what was a very busy year with many funding changes throughout the campus.
- Budget Analyst Ben Davies likes Lord of the Rings and has a map of Middle Earth in his office. If you would like to donate to his legendary Pez collection, please make it a Lord of the Rings themed dispenser.