

Basic Budgeting

What we will cover

- Learn about the State of North Carolina Budget
 - Process
 - How changes are made
 - Categories & Chart of Accounts
 - Budget Pools & Accounts
- Budget Reports
 - Budget Status
 - NSF
 - Cash Summary

About the State of North Carolina Budget

- Budget is developed on a 2-year biennial cycle
- Overseen by Office of State Budget Management (OSBM)
- Based upon our recurring (base) needs as an institution
- Approved at various stages within state government
 - OSBM
 - General Assembly/Board of Governors
 - Senate and House of Representatives
- Based upon state appropriation and state-appropriated receipts like tuition.
- Broken into Program (Purpose) Codes by type of expense
- University and the Budget Office are responsible for allocation by department

How changes are made to the budget

- All changes to the University's budget are done via the North Carolina Integrated Budget Information System (IBIS) via a budget revision
- Revisions come in 3 types (11, 12, or 14's)
 - Type 11's – deal with increases or decreases in appropriation (money from state)
 - Type 12's – include increases or decreases in receipts (dual employment or summer session)
 - Type 14's – include movement from one purpose or account to another
- Department may do via an online budget transfer or via the budget transfer form.

Fund Types

FOUR BROAD CATEGORIES

1. Unrestricted - Funding for annual operating purposes of the institution
 - General funds, trust funds
2. Restricted - Funding limited by donors or other outside agencies to specific purposes.
 - Endowments, scholarships
3. Auxiliary enterprises - Receipt-supported operations
 - Housing, Food Service
4. Construction - Capital projects, repair & renovations

Types of Funds

Where Money Comes From	Data Entry Range
General Funds- State Appropriated	1XXXXXX
Institutional Trust Funds “Auxiliary”	3XXXXXX
Capital Improvement	4XXXXXX
Endowment	5XXXXXX
Associated Entities	6XXXXXX
Agency Funds (Funds held for others)	8XXXXXX

Banner Chart of Accounts

FOAP- Fund Organization Account Program

- Fund = the “Pot of Money”
- Org = 6 digit organization number the fund is associated with
- Account = The number associated to a specific expense or revenue
- Program = 3 digit code that identifies which program the fund is associated with

<u>FUND</u>	<u>ORGANIZATION</u>	<u>ACCOUNT</u>	<u>PROGRAM</u>
170003	33000	726000	170

UNCOSA's Program Codes

- 101 – Instructional (This purpose includes all components of academic instruction offered on or off-campus for academic credit)
- 102 – Summer Session (This purpose includes all components of academic instruction offered by regular academic departments during summer terms and sessions.)
- 151 – Library
- 152 – General Academic Support (provide direct assistance to and are an integral part of one or more of the three primary activities (i.e., instruction, organized research, and public service)
- 160 Student Services – (This activity includes functions and services of the institution which support and complement academic programs and enhance the total development of students)
- 170 – Institutional Support - This activity includes functions and services, exclusive of physical plant operations, which provide continuous general operational support to the institution
- 180 – Physical Plant - This activity includes functions and services of the institution which operate, repair, and maintain physical facilities and grounds, provide utility and environmental services and their accompanying administrative and support components
- 230 – Student Financial Aid
- 252 – Other Reserves

Budget Pools and Accounts

- UNCSA budgets on the Pool level
 - Budget based on type of expense, not by specific line item (supplies, travel, capital, etc.)
 - Common pools are:
 - 71800P – Purchased Contractual Services
 - 72000P – Supplies
 - 730170 – Academic Services
 - 73000P – Purchased Services
 - 73100P – Travel
 - 73200P – Communications
 - 73500P – Other Operating
 - 74000P – Fixed Charges
 - 75000P – Capital
 - List of accounts and budget pool accounts can be found at:
https://www.uncsa.edu/mya/faculty-staff/working-at-uncsa/financial-services/docs/budget-office/pooled_account_listing.xls

Budget Reports

- Bud Stat (FINBUDSTAT) – budget status by fund
- NSF Report – Invoices in NSF status
- Cash Summary Report – Available cash

Budget Status Report

Date: 06/29/2018
 Time: 21.30.02
 FINBUDSTAT

University of North Carolina School of the Arts
 Budget Status
 Period Ending 06/30/18

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Chart: A
 Organization: 33000 - VC Rock N'Roll U
 Fund: 170003 -- Cashier

<u>Account</u>	<u>Description</u>	<u>Adjusted Budget</u>	<u>Y-T-D Activity</u>	<u>Open Commitments</u>	<u>Available Balance</u>
507900	Miscellaneous Income-Other	.00	.00	.00	.00
Total Revenues		.00	.00	.00	.00
612100	SPA Reg Salary	136,579.00	136,578.91	.00	.09
612700	SPA Longevity Pay	1,662.00	1,661.43	.00	.57
618100	Social Security	10,032.00	10,031.39	.00	.61
618200	State Retirement	15,912.00	15,911.44	.00	.56
618300	Medical Insurance	15,793.00	15,792.34	.00	.66
618700	Optional Retirement Plan	5,910.00	5,909.61	.00	.39
72000P	Supplies Budget Pool	3,223.00	3,215.40	.00	7.60
73000P	Purchased Services Budget Pool	222.00	214.98	.00	7.02
73100P	Travel Budget Pool	5,701.00	5,632.33	.00	68.67
73200P	Communication Budget Pool	1,476.00	1,311.51	.00	164.49
73500P	Other Operating Expense Budget Pool	6,394.00	5,915.54	.00	478.46
74000P	Fixed Charges Budget Pool	930.00	790.37	.00	139.63
75000P	Cap Outlay/Equip Budget Pool	3,492.00	3,477.87	.00	14.13
Total Expenses		207,326.00	206,443.12	.00	882.88

Note: Please refer to Banner Self-Service as Budget Status Report does not reflect changes through out the day.

Invoices in NSF Status

Date: 07/05/2018
Time: 21.15.02
FININVNSF

University of North Carolina School of the Arts
Invoices in NSF Status

Organization: 33000 - VC Rock N'Roll U

<u>Document Number</u>	<u>Vendor</u>	<u>Purchase Order</u>	<u>Entry Date</u>	<u>Rule Code</u>	<u>F</u> <u>O</u> <u>A</u> <u>P</u>	<u>Amount</u>	<u>NSF Indicator</u>
10091475	Bon Jovi, Jon		7/5/2018	INNI	3112001-33000-731140-170	897.76	Y
*** Total Org 33000						897.76	

The invoices listed above are in NSF status (Non-Sufficient Funds in Budget Pool).

Please follow the appropriate process for insufficient funds, i.e., move budget via Banner Self Service or submit a budget transfer form to the Budget Office for those accounts which you do not have access.

When the budget transfer has been completed and the NSF corrected, you must notify Budget and Accounts Payable so the check can be released by the system.

If you feel the NSF for the fund/account is incorrect, please research and contact the appropriate area in Financial Services for correction.

Cash Summary Report

Cash Summary for User JJackson
Fiscal Year 2022
As of 10/21/2021

Fund	Description	Beginning Balance	YTD Revenues	YTD Expenses	Current Balance
341020	Supplemental Fund	902,596.57	382,493.71	(120,658.80)	1,164,431.48
341090	Rock N' Roll Fee	128,472.77	40,870.00	(39,207.37)	130,135.40
341071	Equipment Rental	37,638.96	19,404.00	(10,648.13)	46,394.83
Total for JJackson		1,068,708.30	442,767.71	(170,514.30)	1,340,961.71

Questions?