

# Welcome!

## Budget Training 101

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Financial Reporting

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# Agenda

- Welcome and Overview
- NYS & SUNY Budget Process Overview
- Campus Financial Resources Overview
- Account Management
- Budget Mechanics
- Questions
- References

# Overview

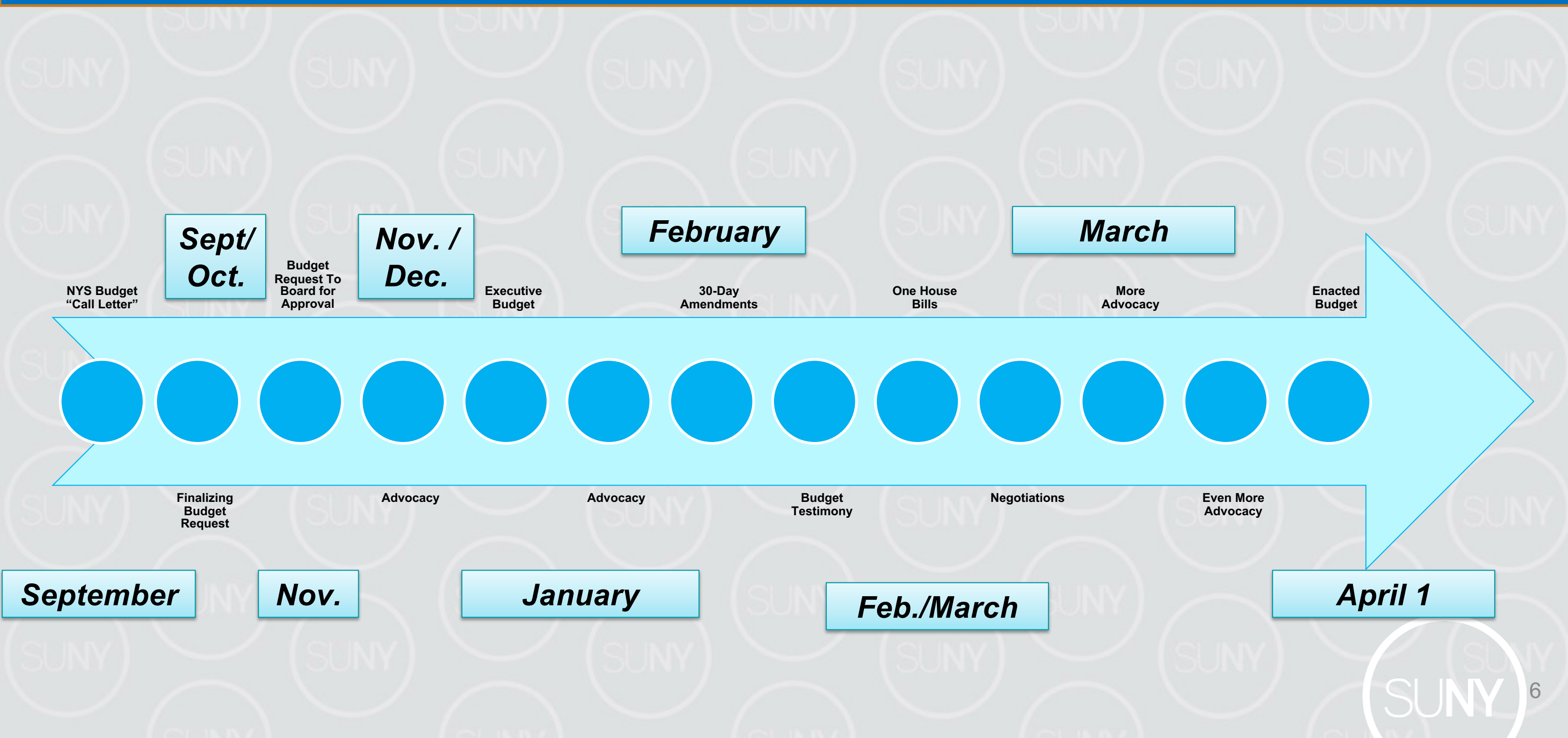
- Goals of training
  - Educate the campus about account management and budget development
  - Increase the accessibility of the Budget & Financial Reporting Office
  - Increase budget accuracy

# NYS & SUNY Budget Overview

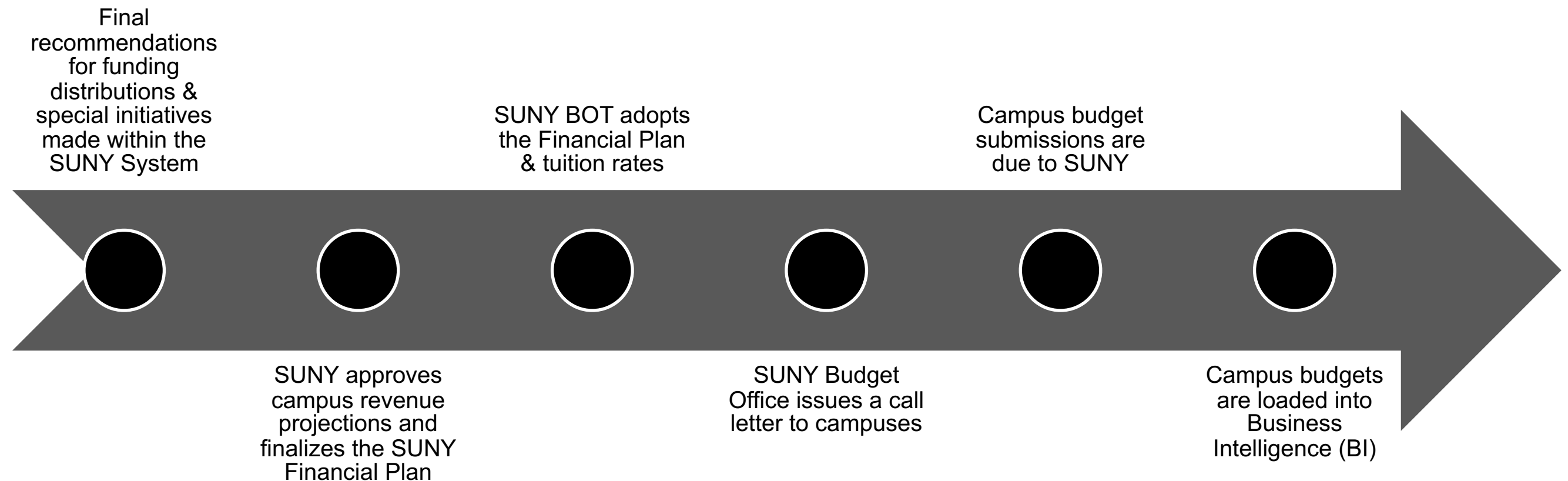
# NYS Budget Overview

- NYS fiscal year is April 1 – March 31
- NYS's budget development process begins in September/October of each year with an April 1<sup>st</sup> deadline
- SUNY System Administration advocates on behalf of SUNY throughout the NYS budget development process.

# New York State Budget Timeline



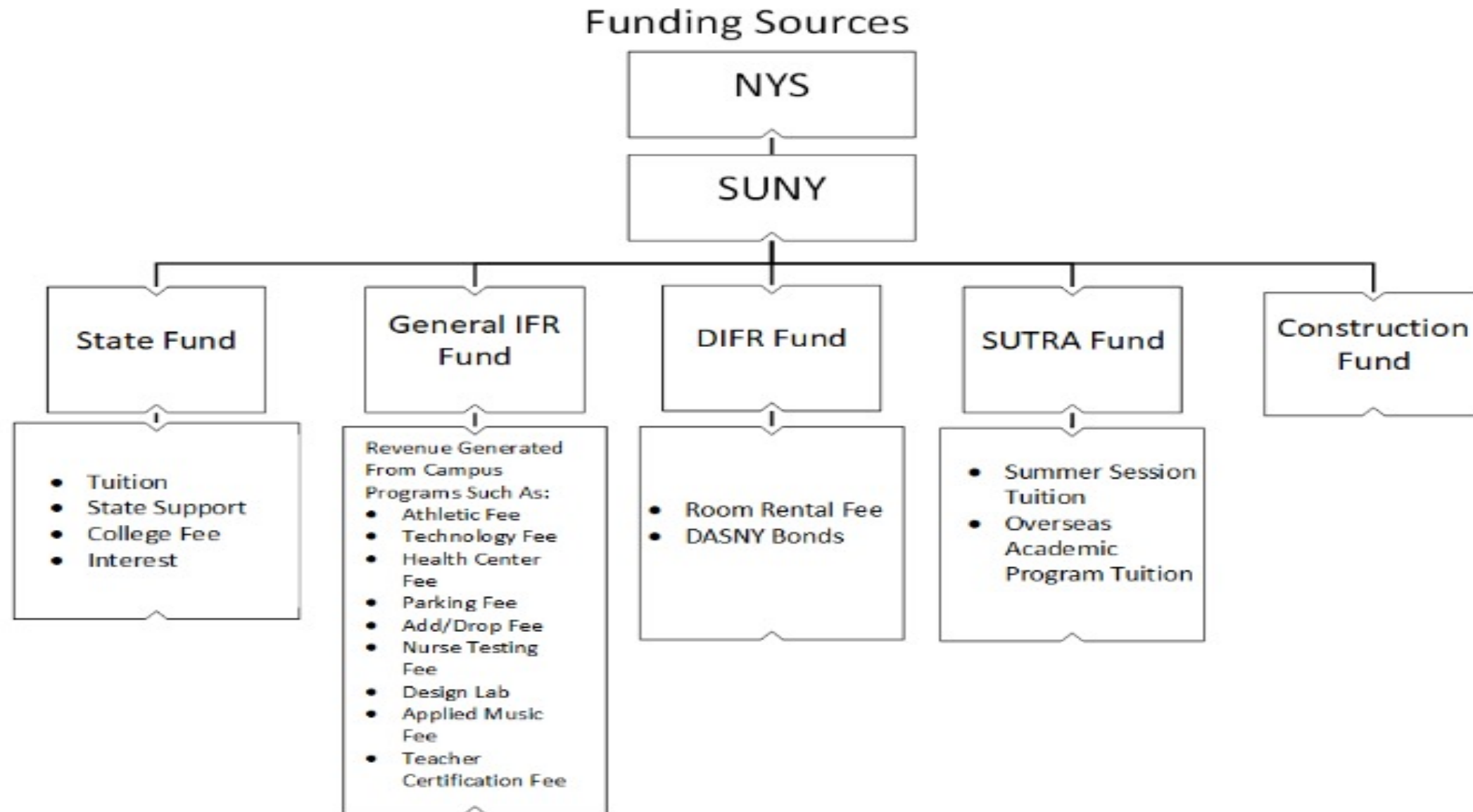
# SUNY Budget Timeline



# Campus Financial Resources



# Campus Financial Resources



# Campus Financial Resources

Fund	Description	Account
State Operating (Revenue Offset)	The College's core operating budget. Revenue sources consist of tuition, state support, interest, and the college fee.	4XXXXXX; 5XXXXXX; 63XXXXX; 84XXXXX; 86XXXXX;
Dormitory Income Fund Reimbursable (DIFR)	The DIFR Fund is a self-supported fund dedicated to residence hall operations and funded from room rental fees and charges.	87XXXXX

# Campus Financial Resources

Fund	Description	Account
Income Fund Reimbursable (IFR)	The IFR Fund is a self-supporting fund that supports activities related to the College's mission. IFR accounts are deemed self-sufficient when they operate on a break-even or better basis including the costs of assessed overhead expenses.	90XXXX; 91XXXX
State University Tuition Reimbursement Account (SUTRA)	The SUTRA Fund is dedicated to campus operations and is funded from tuition revenue collected from summer session, contract courses, overseas academic programs and excess tuition revenue from the core operations budget when applicable.	96XXXX

# Account Management

# Account Management

- Account Manager Responsibilities
  - Maintain account integrity.
    - Account activity must adhere to the original purpose for which the account was created and approved.
    - The IFR program for which the account was established must generate sufficient revenues to support operational costs.

# Account Management

- Account Manager Responsibilities
  - Review and verify account expenditures regularly using the Business Intelligence (BI) System to ensure accuracy.
  - Submit requests for new accounts, changes to accounts, allocation, cash, and expenditure transfers to the appropriate approval authority who will submit to the Budget & Financial Reporting Office.
  - Maintain confidentiality regarding payroll data

# Account Management

- Account Manager Responsibilities
  - Submit requests for new or changes to fees

Academic Term for Fee Implementation	Request Due to Budget & Financial Reporting Office
Fall and Summer Terms	February 15 <sup>th</sup>
Spring and Winter Terms	July 15 <sup>th</sup>

- Develop annual budget

# Budget Mechanics



# Key Terms

- **Allocation**

- The authority to spend up to the amount indicated and for the purpose stated. This is your BUDGET.
- Allocation **does not** roll forward from fiscal year to fiscal year.

- **Cash**

- General IFR and SUTRA accounts have cash. DIFR and State accounts do not have cash.
- Cash **does** roll forward from fiscal year to fiscal year.

# Key Terms - Continued

- It is the allocation balance in your account which allows you to expend funds, not the cash balance in the account. Your account may have plenty of cash, yet Procurement is unable to process an order. When Procurement processes a purchase order, they make an encumbrance against your account's allocation, not your cash.
- Ultimately.....You need your allocation to spend your cash, and you need your cash to get your allocation!

# Available Budget Sub-Object Codes

Sub-object Code	Sub-object Description
<b>PSR</b>	
0000	Personal Service Regular- Non Instructional
0410	Personal Service Regular -Instructional
1610	Personal Service - Unassigned
1970	Holiday/Overtime

Sub-object Code	Sub-object Description
<b>TS</b>	
2000	Personal Service Temporary - Non Instructional
2075	Personal Service Temp - Summer Budgetary
2085	Personal Service Temp -Holiday/Overtime Budgetary
2410	Personal Service Temporary - Instructional
2420	Personal Service Temp-Other Instructional Budgetary
2480	Personal Service Temp-Teaching Assistants Budgetary
2490	Personal Service Temp-Extra Service Budgetary
2610	Personal Service Temporary - Students
2695	Personal Service Temp-Graduate Students Budgetary

# Available Budget Sub-Object Codes

Sub-object Code	Sub-object Description
<b>OTPS</b>	
3000	Supplies
3401	Utilities - Consumable (i.e fuel)
3798	Interdepartmental Transfers
4000	Travel
5000	Contractual
5500	Utilities Non Consumable/Other Utilities
5810	Student Aid/Tuition Waivers Budgetary
5900	Local Assistance
6000	Savings
7000	Library Acquisition
7200	Equipment
7530	Capital Construction
8000	Fringe Benefits

Sub-object Code	Sub-object Description
<b>RECHARGES</b>	
9110	Recharges - Computer Services
9210	Recharges - Central Stores
9310	Recharges - Telephone
9410	Recharges - Mail & Messenger
9510	Recharges - Central Duplicating
9610	Recharges - Automotive
9831	Recharges - Bioelectronics Lab
9841	Recharges - Radiation Protection Services
9851	Recharges - Scientific Medical Instrument

# Questions

# References

- [Budget Facts](#)
- [Business Intelligence \(BI\)](#)
- [Campus Financial Resources](#)
- [Forms](#)
- [Glossary of Terms](#)

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