Budgets

Overview and Templates

May 2014

Outline

• Introduction
• Overview
• Budget Timeline
  o Calendar
  o Phase I and Phase II
• Agency Budgets
  o Fund Groups & Account Structure
  o FY 15 Budgets
  o Salary policy
  o Salary return policy
• Budget Terminology
Outline

- Building the Unit Budget
- Unit Financial Obligations- UFO’s
- BPP Salary Template
- Unit Role in Budget Process
- Budget Reminders
- Helpful FAMIS Screens
- Budget Contacts

Overview
**Budget Timeline**

- Board Approves Budget Process Guidelines
- Budget Guidelines Issued to Members
- Preliminary Budgets & Budget Narratives
- Phase I Budgets Submitted to System for Review
- Budget Presentations
- Board Approval

**Unit Budget Reviews**

- Phase I Budget
- Phase II Budget
- Last Day for Joint Appointment Entry
- Budget Prep Locked & Moved to Active
- Budget Loaded to FAMIS

**Salary Increase Plans**
- Equipment Allocations

**Budget Timeline - Calendar**

- **Phase I**
  - "Lump sum" budgets developed centrally
    - College Deanie Dudley
    - Extension Kay Schubert
    - Research Kari Curtis
  - Due to System Budget Office March 7
  - Board of Regents May 1-2
Budget Timeline-Calendar

• Phase II
  ➢ June 27
    - Agencies release:
      ✓ Electronic budget templates for salary recommendations
      ✓ FY 2015 appropriated budget allocations to units
  ➢ July 9
    - Budget templates due to budget office by 5pm
  ➢ July 16
    - Form 901’s distributed via email for units to verify
  ➢ July 22
    - Last day for joint appointments

• Phase II – continued
  ➢ July 25
    - Final salary changes due to budget@ag.tamu.edu by 5 p.m.
  ➢ July 31
    - SEP requests due to H/R by 5 p.m.
  ➢ August 8
    - Deadline- 2014 payroll corrections due to Payroll Office by 5 p.m.
  ➢ Mid-August
    - BPP prep budget moved to active
    - FY 2015 Budget loaded to FAMIS
Fund Groups & Account Structure

- Appropriated
- Designated
- Restricted
- Plant
- Functional & General (F&G)
- Research & General (R&G)
- Extension & General (E&G)
- Education & General (E&G)
- State Appropriated Funds
- Federal Formula Funds
Fund Groups & Account Structure

Appropriated

- Research
  - 1X0000-1X4999- Research & General (R&G)
    - odd fiscal years X = "1"
    - even fiscal years X = "2"
    - Balances do not roll forward
  - 1X7620-1X7630- ARP Advanced Research Program
    - odd fiscal years X = "1"
    - even fiscal years X = "2"
    - Two year grants, balances roll to next year account
  - 130000-139999- Sales funds- per Texas Education Code Section 88.205… Proceeds from the sale, barter, or exchange of crops raised on any experiment station shall be applied to defray the expenses of operating the station.
    - Balances roll forward

Fund Groups & Account Structure

Appropriated

- Extension
  - 100000-169999, 185820- Extension & General (E&G)
    - Balances do not roll forward
  - 170000-179999- Continuing Education funds
    - Federal funds
    - Balances available October 1 to September 30 (federal FY)
  - Extension uses support accounts to designate fiscal year
    - 2X000 State funds where X is the fiscal year, ie: 122000-25000
    - 9X000 Federal funds where X is the fiscal year, ie: 122000-95000
Fund Groups & Account Structure

**Designated**

- *Local funds*
  - 2XXXXX
- *Balances roll forward*
- *Types of Accounts*
  - Sales and Service
  - Gifts
    - Restricted
    - Unrestricted
  - Residual
  - Indirect Cost

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Fund Groups & Account Structure

**Restricted**

- *Contract and Grant funds*
  - Non federal 4XXXXX
  - Federal 5XXXXX
  - Federal appropriation 6XXXXX (Extension only)

**Plant**

- *PUF funds* 8XXXXX (Research only)
# FY 15 Extension Budget

## Revenue Statement

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<th>Description</th>
<th>FY 2015 Operating Budget</th>
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## Expenditure Statement

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# FY 15 Research Budget

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FY 2015 Salary policy

- **State mandated 2% increase** - Minimum of $50/month or $600/annually for 100% effort budgeted employees
  - Monthly rate of $2,500 or less receives $600 annual increase (salaries less than or equal to $30,000)
  - Hourly rate of $14.37 or less receives $0.29/hour increase
- **Agency funded salary sources**

- **2088** hours in FY 2015 budget for hourly employees

- **Merit plan** - Budget approved by Board, detailed salary guidance will be distributed to Department and unit heads soon

Salary return policy

- **Faculty/faculty equivalent titles***
  - 90% to administration
  - 10% returned to unit

- **All other titles***
  - 100% returned to unit

- **Promotion funding** - Faculty/Faculty equivalent titles
  - Administration funds 10%
  - Increases >10% require director approval; funded from unit sources

*Must request return of salary savings on Extension salaries — due to coding of faculty equivalent salary titles FAMIS cannot auto return
Budget Terminology

• **Adloc**- identifies who “owns” employee- **NOTE**: *Salary template only includes employees adloc’d to your unit, do NOT add others even if you fund a portion of their salary*

• **System part number**- unique 2-digit system identifier
  - 02 Texas A&M University
  - 06 Texas A&M AgriLife Research
  - 07 Texas A&M AgriLife Extension Service
  - 11 Texas A&M Forest Service
  - 20 Texas A&M Veterinary Medical Diagnostic Laboratory
  - 26 Office of Sponsored Research

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Budget Terminology

• **Pin**- determined by Adloc should reflect primary source of funding
  - A-pin Texas A&M AgriLife Research or College of Agriculture & Life Sciences
  - F-pin Texas A&M Forest Service
  - V-pin Texas A&M Veterinary Medical Diagnostic Lab
  - X-pin Texas A&M AgriLife Extension Service
Budget Terminology

• **Add to base**- an increase in unit’s base general revenue funding

• **One time allocation**- increase to unit funds on a one time basis- not added to unit’s general revenue base allocation-funding request must be initiated by unit

• **Salary savings**- funds generated when a position vacates or when salaries are moved from a state source to another source of funds

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Budget Terminology

• **ACAP/Lump sum payment**- annual leave balance due upon employee termination (accrued compensable absences payable)
  - Research R&G
    - Funded centrally
  - College E&G
    - Funded centrally
  - Extension E&G
    - Faculty equivalent titles funded centrally
    - All other titles funded by unit salary savings
  - Local funds- paid from central accounts funded by percentage assessment as salaries are paid
Budget Terminology

- SEP - Salary Enhancement Program - see Texas A&M AgriLife Extension Service procedure 31.01.01X0.03 or Texas A&M AgriLife Research procedure 31.01.01.A0.03

  o Complete AG 482

  o Scan into laserfische WIP- Human Resources folder no later than July 31 each year.
    - Request will be routed for appropriate SRS, budget and administrative approval.
    - Local funds or C&G funds which allow SEP; no federal funds.
    - Approved SEP request will be returned to unit WIP folder.
    - Process EPA effective Sept. 1

Building the Research Unit Budget

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<td><strong>Deductions to Base Funding:</strong></td>
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<td>Faculty Terminations/Vacancies – Vacated Position effective 12/31/14 -per salary policy</td>
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<td>Budget Reduction</td>
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<td>Other Deductions</td>
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<td><strong>FY 2015 General Revenue Base – 11XXXX</strong></td>
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Building the Extension Unit Budget

Unit/Department Budget Allocation
FY 2015 Budget Base

FY 2014 E&G Base – 1XXXX $621,500

Additions to Base Funding:
- Return on faculty per salary policy $9,500
- Promote $4,250
- Merit Increase $2,500
- General Appropriations Act Mandated Increase $14,920
- Other Add to Base Adjustments – Dept Head commitment $10,000

Deductions to Base Funding:
- Faculty per salary policy $(95,000)
- Budget Reduction $(5,000)
- Other Deductions $(1,500)

FY 2015 E&G Base – 1XXXX $561,170
Partial Cost Recovery Funds $8,050
Total Budget $569,220

Unit Financial Obligations- UFO’s

- Tool to reserve local funds for future departmental commitments
- Must be valid, supportable and documented
- Within same SL use DBR- justification code: EP (transfer between expense pools)
## Unit Financial Obligations - UFO’s

### Codes (FAMIS screen 806)

- **9465** Building & renovation projects that will exceed $100,000
- **9473** Furnishings & equipment- for future furnishings and/or equipment purchases, IT initiatives, software or operating expenses
- **9476** Staff initiatives- used for funds set aside for one time merits, career ladder, professional development etc.
- **9477** Maintenance and repairs- used for maintenance/renovations less than $100,000 that do not meet capitalization threshold. May include furniture and equipment if part of renovatio.

### Unit Financial Obligations - UFO’s

- **9478** PI Indirect cost-IDC funds set aside for use by PI or for particular research initiative
- **9479** Scholarships-funds set aside for scholarships
- **9480** Graduate initiatives- funds for fellowships, assistantships, grad tuition & fees
- **9485** Research/sponsored project- code can be used on all research accts including cost share
- **9486** Faculty start up- record and obligation for faculty start up costs
- **9487** Faculty initiatives- record obligations for funds set aside for faulty teaching or hiring initiatives, adjunct faculty, summer teaching etc.
BPP Salary Template

• Employees in your unit’s adloc only
• Account for all unit adloc’d budgeted personnel
• Budget employees for their full appointment
• C&G accounts can only have salaries budgeted within contract end date on screen 9
• Coordinate joint appointments with appropriate adloc
  o May be another System part or campus
  o May be another unit or department
• Budgeted salaries on E&G/R&G accounts cannot exceed general revenue allocation for that account

BPP Salary Template

• Order of salary actions
  o Mandate Rec 1 Action 1
  o Promote Rec 1 Action 2
  o Merit Rec 2
  o Equity Rec 3

• Return SEP participants to base salary*
  o Rec 0 Action Other

*if you take stipends off during budget, you also use REC 0 to return employee to base salary
• Stay within E&G/R&G allocation on E&G/R&G accounts

• Phase II- prepare and submit the BPP salary template via email to budget@ag.tamu.edu by due date

• Use unit designated account (2XXXXX) to budget salaries awaiting valid contract/grant account numbers

• Sept 1- contact budget office for administrative bridge account if needed (salaries will not pay on bridge account)

Unit Role in the Budget Process

• 901 Review- (an e-mail report generated from data warehouse)
  - Separate report by account for Apins (College & Research) and Xpins (Extension)
  - Reflects all salaries funded on unit’s accounts
  - Includes shared positions
  - Verify all salaries included
  - Verify hourly and monthly rates
  - Verify source account numbers
  - Verify account numbers are valid (contract and grant end dates)
  - Verify source dates

• Budget update EPAs Sept. 1 for any not on budget
### Unit Role in Budget Process

#### 12209-04409 Agricultural Economics

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### Unit Role in Budget Process

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#### 401170-00006 Survey Iris Agriculture Leadership

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Budget Reminders

- Adloc should reflect majority funding
- Account clean up
  - E&G/R&G and designated accounts to close- send to Budget office
  - Cost share accounts to close- send to Budget office
- Reconcile salary pools on general revenue (appropriated) accounts monthly
- Request salary savings* & commitments throughout year- these are not automatic

*All Extension salary savings must still be requested due to how faculty equivalent salaries are defined in FAMIS

Helpful FAMIS Screens

- FAMIS screens- subsidiary ledger (SL) accounts
  - 19 Transaction totals by object code
  - 21 List of outstanding encumbrances
  - 23 Transaction inquiry
  - 29 List of accounts
  - 34 Summary balances by budget pool
  - 46 Transactions for month by Ref 2 or 4
  - 48 Transaction inquiry by month, by account, by subcode
  - 49 Account statement for a month (used in reconciling)
- Use f11 for variety of features depending on screen ex: view current month; view pennies; view SA
Helpful FAMIS Screens

- FAMIS screens- support accounts (SA)
  - 50 Support account attributes
  - 61 Encumbrances (similar to 21)
  - 63 Transaction inquiry (similar to 23)
  - 65 Scrolls through each SA on an SL with category totals
  - 68 Lists all SA’s on an SL (similar to 29)
  - 69 Transaction totals by object code (similar to 19)
  - 74 Balances by budget pool (similar to 34)
  - 76 Transactions for a month by ref 2 or 4
  - 79 Account statement for a month (used in reconciling)
### Helpful FAMIS Screens

**Payroll screens**
- 755 Payroll encumbrance by pin
- 757 Payroll encumbrance by account
- 770 Payroll detail by UIN
- 771 Payroll detail by S/W (salary or wage) account

**Budget move screens**
- 53 Move budget between SAs on an SL
- 520 Create DBR- to move budget between allowable SL’s
Helpful FAMIS Screens

- Voucher inquiry screens
  - 160 Inquiry by vendor, lists invoice numbers
  - 162 Inquiry by vendor, lists vouchers paid
  - 168 Inquiry by voucher number- all accts on voucher
  - 169 Inquiry by voucher number- detail by line item
  - 350 Invoice documents by PO number
  - DCR Document correction request-done from Canopy

- Other screens
  - 080 Displays all accounts that had activity for a subcode
  - 238/243 Voucher complete
  - 288 Document summary
  - 850/859 Contact information- useful when coordinating with other units
Helpful FAMIS Screens

FAMIS Links:

- FAMIS online manuals
  http://www.tamus.edu/offices/famis/usermanuals/

- FAMIS FRS online screens
  http://www.tamus.edu/offices/famis/usermanuals/sdocs/frsscreens/

Website

http://agrilifeas.tamu.edu/fiscal/budgets/

• Budget Instructions
  - FY 15 calendar
  - Salary object codes
  - FY 15 account analysis tables
  - FY 15 fringe benefit rates
  - Manual form 800
  - BPP template instructions

• Resources
  - Budget terminology
  - Account structure
  - Salary pool reconciliation tips
  - SEP request- AG-482
# Budget Contacts

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<tr>
<td>Extension</td>
<td>Kay Schubert</td>
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Submitting budget documents via email:

budget@ag.tamu.edu