

## BUDGET GUIDELINES

### **(1) FISCAL YEAR**

- The fiscal year runs from July 1 through June 30.
- Expenses are recorded in the fiscal year that the goods/services are received, not when they are paid.
- For payroll purposes, the fiscal year is on a cash basis. The payroll is recorded in the fiscal year in which the payroll is paid.

### **(2) BUDGET CALENDAR**

July 1	Fiscal year starts
End of November	Mid-year projection request sent to departments
Mid-January	University mid-year projection due to System Office
Mid-February	University mid-year projection reviewed by BOR
End of February	Departments receive budget request documents
May	University Spending Plan submitted to System Office (1 <sup>st</sup> draft)
June	University Spending Plan reviewed and approved by BOR
June 30	Fiscal year ends

### **(3) ALLOCATIONS**

#### **Discretionary Budget Allocations:**

Budgets are allocated by the appropriate Vice President or Chief for each area. Funds are then apportioned by each department into the following categories:

- a. University Assistants – 601306
- b. Permanent Part-Time - 601100
- c. Student Labor – 601400, 601403
- d. Graduate Assistants/Interns – 601304, 601305
- e. Other Expenses/Equipment (OE) – 7xxxxx

#### **Non-Discretionary Salary & Fringe Benefit Allocations:**

Salary and fringe benefit allocations for the following categories are controlled by the appropriate Vice President or Chief for each area:

- a. Full-Time – 601000
- b. Lecturers – 601300, 601302
- c. Other Employee Compensation – 6015xx
- d. Fringe Benefits – 602xxx

**Note:** University budgeted funds are not interchangeable with:

- a. AAUP funds
- b. Grants
- c. Indirect cost funds
- d. Self-supporting funds
- e. Student organization funds

**Note:** Budgeted funds should be used for operating expenses for the current fiscal year. Funds should not be used or committed to pay for expenses that will occur in the following fiscal year.

**Savings in one category may not be used to offset overages in another without permission from the appropriate Vice President and the VP for Finance and Administration.**

#### **(4) BUDGET REPORTS**

On the 1<sup>st</sup> of every month, budget authorities are emailed a pdf file containing a Budget Summary report. The report is a summary for each index under their authority. The report is broken down by fund source – Operating funded, Revenue generating, and Grant funded. Hyperlinks on the index codes provide access to additional detail. The hyperlink generates a Budget Status Report, which provides a report of line item budgets and spending by account code. Hyperlinks within the Budget Status Report will produce reports on transaction detail, including vendor name and document numbers.

Budget authorities are also emailed payroll reports for any student workers or university assistants that work in their area. These reports should be monitored and reviewed for accuracy and can be used when developing budget requests and projections.

Additionally, the budget reports are available on demand in WebFocus. Select the Budget tab (Budget folder for non-faculty) at the following URL: [https://reports.bi.ct.edu/ibi\\_apps/signin](https://reports.bi.ct.edu/ibi_apps/signin) or by selecting **eReports** (Web Focus) from <http://inside.easternct.edu/>.

#### **(5) DOCUMENTS NOT COMMITTED**

There are some types of expenditures that are not committed on a PO (purchase order) in the Banner system. These expenses will not be reflected in Banner until they are paid, therefore, you must be careful to maintain enough funds to cover such expenses. This is especially important near the end of the fiscal year.

- Request for Payment Form (Direct Pay)
- University food service (Chartwells)
- P-Card Purchases (monthly)
- Postage Charges (monthly)
- Office Supplies (monthly)

- Copier Lease/Maintenance (monthly)
- Travel (monthly)
- Payroll charges (i.e. Student Labor, University Assistant - biweekly)

#### **(6) BUDGET CARRY-FORWARD POLICY**

Remaining available balances will lapse at the end of each fiscal year for departmental accounts.

The ending balance in grants and certain self-supporting accounts will roll-forward into the new fiscal year.

**Note: Budget funds should be used for operating expenses for the current fiscal year. Funds should not be used or committed to pay for expenses that will occur in the following fiscal year.**

#### **(7) DEPARTMENTAL RESPONSIBILITIES**

- a. Submitting a reasonable and responsible budget request.
- b. Staying within your discretionary budget allocations. Note: Savings in one category may not be used to offset overages in another without permission from the appropriate Vice President and the VP for Finance and Administration.
- c. Reviewing your monthly budget reports, including the Budget Status, Detail of Monthly Expenditures (transactions), and Student Worker/University Assistant reports, for accuracy and available funds.
- d. Reporting any errors or omissions. Contact information for the Fiscal Affairs Department can be found here: <https://www.easternct.edu/fiscal-affairs/index.html>
- e. Providing a mid-year projection when requested.