

## MEMORANDUM

TO: Budget Managers

FROM: Paul Messplay  
Executive Director for Budget and Financial Analysis

DATE: June 27, 2018

RE: FY 2018-19 Budget

The University operating budget has been loaded in Banner. Detailed budget spreadsheets for FY 2018-19 have been sent to the VP's for distribution within their areas.

A few key points related to the budget:

The budget has been updated to reflect new state fringe benefit rates and annualization of 2017-18 permanent salary actions. One-time funding provided in 2017-18 has been eliminated. Recent changes in personal services may not yet be reflected in the budget.

The 2018-19 budget has been adjusted to reflect a change in how departmental telephone and VoIP charges are handled. These expenses will no longer be applied against departmental operating budgets. Instead, all related costs will be supported through a central university account. In order to support this change, however, departmental operating budgets have been reduced based on a three-year average of actual telephone and VoIP expenses by department. The departmental savings were moved to the university's central account to support these costs using a single payer approach.

**Please carefully review your FOAPs.** Adjustments may have been made to accommodate University reorganizations as well as general changes and updates between and within the E&G, Auxiliary, and Comp Fee budgets. **It is important to use the correct FOAP when processing your transactions to avoid misapplied charges.**

For most departments, the operating (nonpersonal services) budget has been loaded in a general expenditure account (typically account 71000). It is strongly recommended that departments reallocate budget from the 71000 general account to a more detailed expenditure account level based on the planned use of your budget over the course of the fiscal year. Budgeting at a more detailed expenditure level will greatly enhance your ability to analyze and manage your budget performance throughout the year. The Budget Office will be happy to provide assistance in this effort as needed.

It is important that departments carefully manage their budgets on a frequent and routine basis to ensure that expenses are applied accurately and that actual and projected expenditures are within budget. The Budget Office is available to provide assistance in all areas of budget management.

Please contact me (x1410) or Pam Taggert (x1018) in the Budget Office should you have any questions or need additional information about the budget.