



Develop Budget Reports and Monitoring Protocols for Cost Center Managers

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June 29, 2021

Topics to be Discussed

- **Discussion with Departments Regarding Previous Ongoing Short-Term Hourly Overages**
- Operational Change Budget Request
- Update on Questica
- Restart Power Users Group

Discussion with Departments Regarding Ongoing Short-Term Hourly Overages

Division / Department	2019-20 amount over budget	Discuss Ongoing vs One-Time Needs
Animal Sciences	-266,964.89	Scheduled
Horticulture	-76,889.99	Scheduled
Facilities	-53,674.24	Follow Up
Performing Arts	-12,812.58	
Career Placement	-12,236.69	
Transportation	-11,303.00	
Natural Sciences	-11,126.07	
DSPS	-7,120.50	
Human Resources	-3,739.00	
Vet Tech	-2,910.94	

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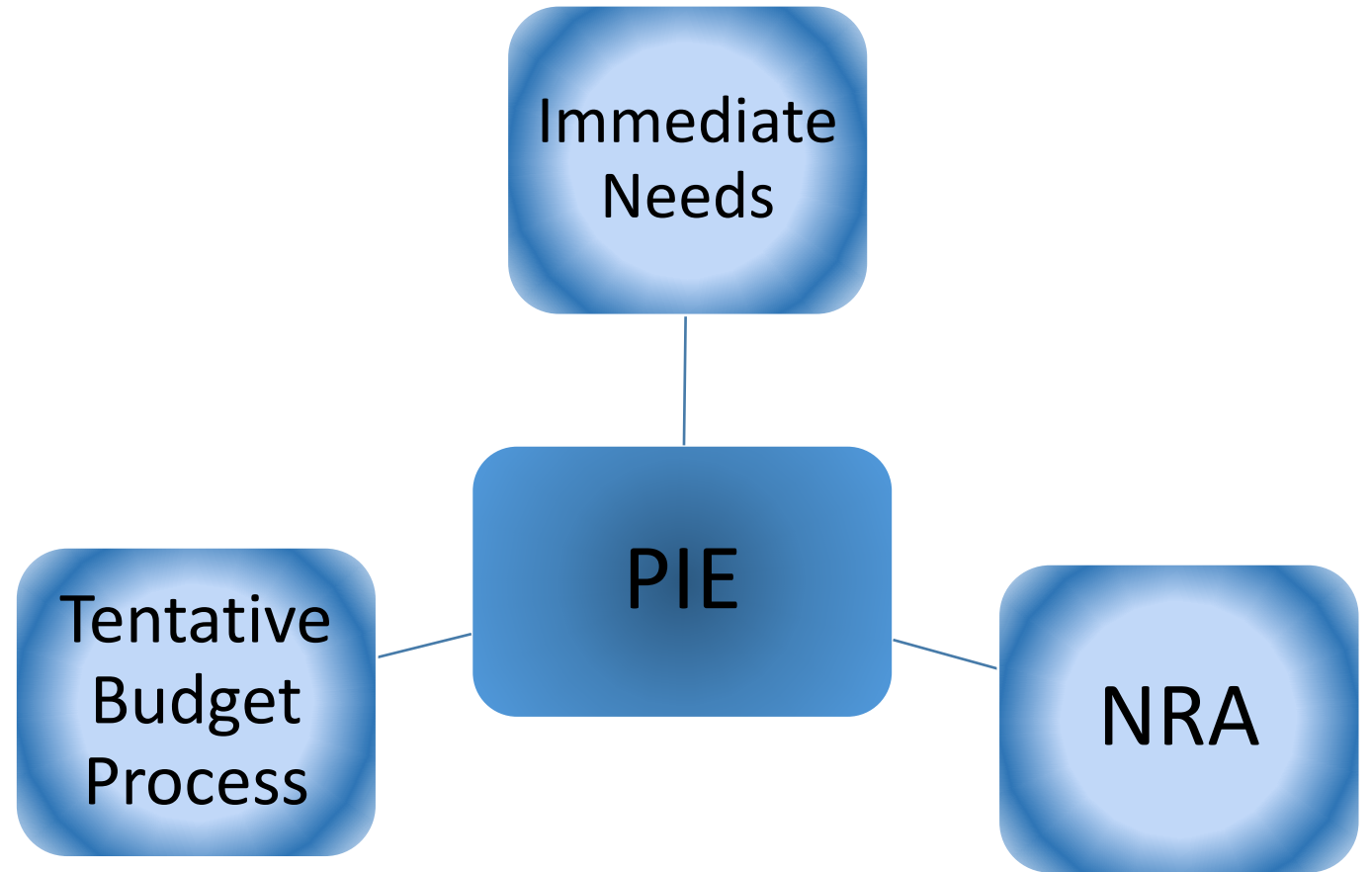
COLLEGE OPERATIONAL CHANGE BUDGET REQUEST

FISCAL YEAR:

REQUESTING: (Unit, Department, Division or Vice President)				
			Reviewed by CCCBO, Fiscal Services:	
Location	(Fill-in)	Reviewed By (Signature):	Date:	
Department or Unit:			Approved by VP, Administrative Services:	
Division:			Date:	
Vice President:			Date to VP:	

Budget Request(s)		Justification for Request(s)	Funds Requested **		Funding
(List in Priority Order)		<p>An "Operational-Change Increase" is for a reason which is operationally required and out of the Department's/Unit's Control. An "Operational-Change Increase" must be submitted (with supporting documentation) during the Status Quo budget process (March - April) of each fiscal year.</p> <p>Examples include:</p> <ul style="list-style-type: none">- Resources (such as instructional supplies and services) due to increase in enrollment or addition of a new program- Hourly staff as a result of an imposed service a department must provide- Extraordinary cost increase of an existing program/department- Extraordinary decrease in revenues related to operation of a program/department- Out of cycle equipment maintenance need	Amount		Approved
			One-time	Ongoing	
1.					
	Account Number(s):				

- All requests for resources should be entered in PIE throughout the Fiscal Year, and completed in June/July. This includes both one-time and ongoing requests.
- Depending on the specific type of request and time of year the department must also submit one of the following forms:
 1. Immediate Needs Request
 2. New Resource Allocation
 3. Tentative Budget Process (in Questica)



FISCAL SERVICES FORMS AND USES

TYPE OF FUNDING REQUEST	ALL YEAR	SPECIFIC TIMES OF THE YEAR		
	Immediate Needs Request	(March/April) Tentative Budget Process	(Varies) New Resource Allocation	(June/July) PIE
Shortfall in Funding	X	X	X	X
Emergency Funding	X		X	
Prevent Program from Functioning	X	X	X	X
Mandated Out of Department's Control		X	X	X
New Program/Course/Vocation		X	X	X
Increased Enrollment/Sections		X	X	X
New Service to be Provided by Dept		X	X	X
Extraordinary Cost Increase/Decrease		X	X	X
Out-of-Cycle Equipment or Maintenance	X	X	X	X
IT Infrastructure		X	X	X
Instructional Classroom Equipment	X	X	X	X
Building Improvements/Updates/Requirements	X	X	X	X
Investment in Equipment	X	X	X	X

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Actual vs Budget Year To Date by Unit/Grant:

Unit/Grant: 100000 - President

Reporting Period: July, 2020 To June, 2021 (12 Months)

Fund: - 11000 - Unrestricted General Fund-Ongoing; Org Security: <All>; Account: <All>; Organization: 11000-100000 -

	Revised Budget	YTD Actual Cost	Variance Over/Under	Percentage Variance
Expenses:				
1200 - Noninstr Salaries, Contract/Regular	308,777	230,820	(77,957)	-25.25%
2100 - Noninstructional Salaries, Regular	368,952	276,697	(92,255)	-25.00%
2300 - Short-Term, Hourly, Noninstr	14,000	10,304	(3,696)	-26.40%
3100 - STRS	49,706	37,077	(12,629)	-25.41%
3200 - PERS	76,166	57,121	(19,045)	-25.00%
3300 - OASDI/Medicare	32,702	23,417	(9,285)	-28.39%
3400 - Health and Welfare Benefits	75,947	98,205	22,258	29.31%
3500 - State Unemployment Insurance	339	259	(80)	-23.63%
3600 - Workers' Compensation Insurance	10,099	7,716	(2,383)	-23.60%
3700 - Cash-In-Lieu of Benefits	0	0	0	0.00%
3900 - Retiree Benefits	120	90	(30)	-25.00%
4200 - Books, Magazines and Periodicals	1,600	0	(1,600)	-100.00%
4500 - Noninstr Supplies and Materials	6,750	2,542	(4,208)	-62.34%
4600 - Transportation and Vehicle Supplies	0	319	319	100.00%
5200 - Travel and Conference Expenses	600	19	(581)	-96.88%
5300 - Dues and Memberships	1,200	160	(1,040)	-86.67%
5500 - Utilities and Housekeeping Services	894	460	(434)	-48.55%
5600 - Contracts, Rents, Leases, Repairs	1,325	400	(925)	-69.81%
5800 - Other Services and Expenses	4,706	5,795	1,089	23.13%
6400 - Equipment	750	0	(750)	-100.00%
Total Expenses	954,633	751,401	(203,232)	-21.29%
Net Total	(954,633)	(751,401)	203,232	21.29%

Budgets vs Actuals Cumulative by Organization:

President

Reporting Period: July, 2020 To June, 2021 (12 Months)

Fund: - 11000 - Unrestricted General Fund-Ongoing; Unit/Grant: 100000 - President; Account: <All>; Organization: <All>

Major Acct	Sub Major	Acct	Prog	Actv	Adopted Budget	YTD Revised Budget	YTD Pre Enc	YTD Enc	YTD Act	Avail Balance
Expenses										
1000	1200	121000	660000	1200	303,869	308,777	0	0	230,820	77,957
2000	2100	213000	660000	2100	221,102	221,102	0	0	165,816	55,286
2000	2100	215000	660000	2100	147,850	147,850	0	0	110,881	36,969
2000	2300	236000	660000	2100	14,000	14,000	0	0	10,304	3,696
2000	2300	236010	660000	2100	0	0	0	0	0	0
3000	3100	311000	660000	1200	48,913	49,706	0	0	37,077	12,629
3000	3200	321000	660000	2100	76,166	76,166	0	0	57,121	19,045
3000	3300	331000	660000	2100	22,875	22,875	0	0	15,694	7,181
3000	3300	335000	660000	1200	4,406	4,477	0	0	3,637	840
3000	3300	335000	660000	2100	5,350	5,350	0	0	4,086	1,264
3000	3400	341000	660000	1200	25,000	25,000	0	0	54,266	(29,266)
3000	3400	341000	660000	2100	48,815	48,815	0	0	41,544	7,271
3000	3400	344000	660000	1200	2,132	2,132	0	0	2,395	(263)
3000	3500	351000	660000	1200	152	154	0	0	115	39
3000	3500	351000	660000	2100	185	185	0	0	144	42
3000	3600	361000	660000	1200	4,528	4,601	0	0	3,439	1,162
3000	3600	361000	660000	2100	5,498	5,498	0	0	4,277	1,221
3000	3700	371000	660000	2100	0	0	0	0	0	0
3000	3900	395000	660000	1200	120	120	0	0	90	30
4000	4200	421500	660000		1,600	1,600	0	0	0	1,600
4000	4500	451000	660000		7,500	6,750	0	0	2,542	4,208
4000	4600	466666	660000		0	0	0	0	319	(319)
5000	5200	521000	660000		0	0	0	0	0	0
5000	5200	522000	660000		600	600	0	0	19	581
5000	5300	531000	660000		1,200	1,200	0	0	160	1,040
5000	5500	554500	660000		894	894	0	156	304	434
5000	5600	564500	660000		1,325	1,325	0	380	20	925
5000	5800	585000	660000		0	0	0	0	57	(57)
5000	5800	589000	660000		3,506	3,506	0	5,285	58	(1,837)
5000	5800	589200	660000		1,200	1,200	0	0	395	805
6000	6400	641200	660000		0	0	0	0	0	0
6000	6400	641400	660000		0	750	0	0	0	750
					948,786	954,633	0	5,821	745,580	203,232
Net Total					948,786	954,633	0	5,821	745,580	203,232

Questica is helping identify budget inconsistencies not identified by Banner

Budget Line cannot be added/updated/deleted because that would cause a negative balance for the Account Structure

					Budget Revisions
					Budget Year 2020-21 ▾
					Layout
■	Organization	Account	Program	Activity	Amount
Click here to add a new record...					
<input type="checkbox"/>	17231-340010 - Pride Center SEAP	335000 - Medicare, Budget Holding	649000 - Miscellaneous Student Services	1200 - Academic - Non Instructional	(3,583.00)
<input type="checkbox"/>	17231-340010 - Pride Center SEAP	335000 - Medicare, Budget Holding	649000 - Miscellaneous Student Services	1200 - Academic - Non Instructional	674.00
<input type="checkbox"/>	17231-340010 - Pride Center SEAP	335000 - Medicare, Budget Holding	649000 - Miscellaneous Student Services	1200 - Academic - Non Instructional	378.00

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ISSUES

Misunderstanding of accounts

Lack of communication regarding updates

Lack of training

Not understanding how CC funding works

Infinite FOAP combinations

RESOURCES AVAILABLE

Desk Reference for Account Codes

EZ Salary Projection

User Guides

Fiscal Training Classes

Fiscal Staff Support

RECOMMENDATIONS

Design EZ Account Code Selection

More Specialized Trainings

Update Training Materials

Monthly Newsletter from Fiscal

Use of New Technology & Software

Additional Quick Reference Guides

Automatically Populating Account Codes (Shortcuts)

Restructure Approvals (Fiscal First)

Surveys

More Frequent Trainings

Questica

Banner Requisition

Banner Reports (FGIBAVL and FGIBDST)

Banner Approver

P-Card

Online Appropriation Transfers

Chrome River

Questions?

