



Budget Monitoring Protocols

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During 2019-20, the 10 highest overages of short-term hourly were in the following areas:

Division / Department	2019-20 amount over budget
Animal Sciences	-266,964.89
Horticulture	-76,889.99
Facilities	-53,674.24
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

Budget Monitoring Protocols

Current process:

- If an hourly position is requested, and there is budget, the position is reviewed by H/R and Fiscal and then approved to be filled.
- Managers and their assistants can run reports in Banner at any time to compare actual vs budget .
- If the paid amount is greater than budget, Fiscal reaches out to the manager throughout the year to have them move funds from a different account or request additional funds.
- Timesheets are submitted after the hours are worked. Currently, there is no manual or electronic mechanism in place to halt additional work hours until budget shortfall has been resolved.
- If one hourly account is over-budget in a division/department, and another hourly account in the same division/department is underspent, Fiscal has a process during year-end to merge.
 - For example; during 2019-20, FWS had 41 different accounts that were used, but budget is maintained in just 1 account

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Comparing hourly actual vs. budget is currently a manual process. Possible solutions:

- Require managers to submit a report from Banner each pay period showing there is sufficient funds to cover the attached (and approved) timesheets. If there are insufficient funds, the VP will have to sign off that the work can continue into the new month.
- If there is insufficient funding, manager must include an approved budget transfer or approved new resource allocation showing there will be additional funds by the next pay cycle.
- Allow one month of overage. Provide additional Payroll/Fiscal/HR resources to run variance reports more frequently and notifying the manager and VP within 5 business days of the payroll run the details of the overage.
- Get quotes to find a solution in either Banner, WorkForce, or Questica to ensure that there is daily electronic timesheet data collection and salary calculation. Once a projected overage is estimated, an electronic variance notification and report will be automatically generated and provided to the manager that there will be insufficient funds.



Budget Reports Available to Cost Center Managers

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Current process:

- Managers have the ability to review the Status Quo reports in Questica. After reviewing these reports, managers can request allocation/budget changes to their budgets prior to approval from the VP.
- Managers have access to Banner to run actual vs budget for their area using FGIBDST, FGIBAVL, or NHIDIST which includes a comparison of Revised Budget vs. Actual Expense + Encumbrances.

Throughout the year, these reports can be used by:

- Managers to submit budget transfer requests to reallocate budget in their area to cover projected shortages.
- Managers to request one-time or ongoing funds to cover projected additional expenses using the new resource allocation process.
- VP's to review their entire area. Based on these reports, they can request to move funds from/to different departments based on updated information.

Budget Reports Available for Cost Center Managers

Possible solutions:

- Fiscal provides training on running Banner reports to compare actual vs. budget. These were done in-person prior to the Campus being shut down.
 - *Get additional funding and assistance from I.T., Marketing and others to create recorded videos on how to run reports in Banner.*
- Questica currently only maintains Status Quo, Tentative, and Adopted Budget.
 - *Get quote from Questica to program revised budget to upload from Banner.*
- Currently, reports must be requested by Fiscal and/or department staff on an as-needed(or as time permits) basis.
 - *Get quote from Banner, WorkForce, and/or Questica to automatically run actual vs. budget reports monthly and “push” them out to the managers.*
 - *Get quote from Banner, WorkForce, and/or Questica to automatically run variance reports monthly and “push” them out to the managers and VP’s.*