

**Bloomsburg University**  
**Budget Instructions**  
**Fiscal Year End Close**  
**FY17/18**

The following information is provided to make you aware of budget activities related to the fiscal year end close for FY17/18. Please see below for deadlines, information pertaining to budget deficits, and anticipated carryforward schedules.

During the month of July, expenses will continue to post against the FY17/18 budgets for goods and services received prior to 7/1/18. This includes payroll, purchasing card transactions, travel, chargebacks, and other miscellaneous charges.

**Deadlines**

- July 17, 2018 Last day for chargeback processors to post FY17/18 chargebacks
- July 19, 2018 Last day for users to enter budget transfers (pre-posted documents) between funds centers that are in different funds (to cover overall operating budget deficits)
- July 20, 2018 Last day for Accounting to post FY17/18 operating/capital expenses
- July 24, 2018 Last day for users to enter budget transfers (pre-posted documents) between funds centers that are in the same fund

**Budget Deficits**

Budget transfers must be entered to cover any deficit at the summary level of:

- Other Expenses
- Utilities
- Leases-Real Estate
- In general, it is not necessary to cover deficits that occur at the individual six-digit commitment item.
- In general, it is not necessary to cover deficits in the personnel area.
- To identify deficits, use SAP reports or Business Intelligence (BI) reports.

**Carryforward Program – From FY17/18 to FY18/19**

The following are target dates for carrying forward open commitments and residual budget balances. The carry forward jobs are submitted to the PASSHE Vartan Way team in Harrisburg for processing. They run the jobs during the evening for all fourteen universities. The information is subject to change pending instructions from that team. You will be notified of any changes to the schedule.

**Definitions:**

- Open commitments: Open purchase requisitions, purchase orders, Business Trip commitments (travel), and funds reservations.
- Residual budget balance: Available amounts remaining in FY17/18 after all expenditures have been posted.

Timeline:

- July 21      **Open commitments**  
Carry forward of FY17/18 open commitments along with the related budget into the new FY17/18. The process will begin July 21 for all funds centers.
  
- (See Below)      **Residual budget balances**  
Carry forward from FY17/18 to the new FY18/19 for the following funds will begin on the date shown and may take a week to complete:
  
- July 28      *Plant Funds (FC 106x)*: Will carryforward to same funds center and commitment item.
  
- August 4      *Grant Funds (FC 103x)*: Will carryforward to same funds center and commitment item.
  
- August 11      *E&G General Fund (FC 1011)*: Will carry forward to the specific “VP/Dean residual budget carry forward” funds center to Reserve commitment item 902-903 unless notified otherwise.
  
- August 11      *E&G Special Program Funds (FC 1012)*: Will carryforward to same funds center and commitment item unless notified otherwise.
  
- August 11      *E&G Self-Supporting Funds (FC 1013) (Excluding Academic Enhancement)*: Will carryforward to same funds center and commitment item unless notified otherwise. Exceptions to this are Wellness Center, Speech Clinic, Audiology Clinic, BU Card Center, Corporate & Continuing Ed, Orientation, Parking Management, Shuttle Bus, and Technology Fees funds centers which will carryforward to same funds center to Reserve commitment item 901-903.
  
- August 11      *Academic Enhancement Fund (FC 1013)*: Will carryforward to the specific “AE VP residual budget carryforward” funds center to Reserve Commitment Item 901-903 unless notified otherwise.
  
- August 11      *Auxiliary Funds (FC 102x)*: Will carryforward to same funds center to Reserve commitment item 901-903.

Reference the *Budget Preparation Manual FY 2018-19* (p. 10-11) for additional information about the carryforward program.

**Link to FY 2018-19 Budget Preparation Manual**

[http://bloomu.edu/documents/budget/BudgetPrepManual\\_FY2018-2019.pdf](http://bloomu.edu/documents/budget/BudgetPrepManual_FY2018-2019.pdf)

**Bloomsburg University**  
**New Budget**  
**FY18/19**

Budget availability control for FY18/19 will be turned on July 1, 2018. This means there will need to be budget in the funds center in order to enter Travel Requests, Funds Reservations, and Purchase Requisitions. Preliminary operating budgets will be established to maintain normal operating practices and needs. They may be subject to change pending final budget approval.

- All of the following operating budgets will be loaded by July 1 for the new FY18/19:
  - *E&G General Fund (FC 1011) – Preliminary President and VP Operating and Capital Equipment*
  - *Telecommunication and computer center budgets - all specific line items*
  - *E&G Special Program Fund Centers (FC 1012)*
  - *E&G Self-Supporting Funds Centers (FC 1013)*
  - *Academic Enhancement Funds Centers (FC 1013)*
  - *Technology Fee*
  - *Auxiliary: Residence Life, Food Services, Student Recreation Center, and Kehr Union*
  
- Grants: Budgets will be posted upon receipt.
  
- State student employment: Budgets will be loaded by July 31 for the new FY18/19. Allotments will be posted by funds center as determined by President, Vice Presidents, Assistant Vice Presidents, and Deans/Directors.
  
- Personnel (salary): Budgets will be established based on contract agreements or PASSHE budget assumptions for contracts in a bargaining fiscal year. Budgets will be loaded for 7/31/18 availability.
  
- Benefits: Budgets will be based on PASSHE's most current budget assumptions received to date. If PASSHE changes these assumptions, then adjustments will be made. Budgets will be loaded for 7/31/18 availability.
  
- All other budget allocations for revenue, operating, and equipment: The Budget Office will post to the proper accounts, pending the final Budget approval by Cabinet and the Council of Trustees in September 2018.

## Budget Verification

It is recommended that you verify your original budget by using the Business Intelligence (BI) link below.

### Budget Report

Please note that you may need to change the Fiscal Year to 2019.

General Variables	
Variable <sup>⚙️</sup>	Current Selection
* Fiscal Year	2019 <input type="checkbox"/>
Fund Hierarchy	<input type="checkbox"/>
Fund (Multiple or Single)	<input type="checkbox"/>

After generating the report, click on the arrow in the Current Budget column to view the source of the budget.

		* Non-Personnel & Exp. Chargebacks			
		▶ Current Budget <sup>⚙️</sup>	▶ Commitments <sup>⚙️</sup>	• Commitments & Actuals <sup>⚙️</sup>	• Remaining <sup>⚙️</sup>
Commitment Item <sup>⚙️</sup>		\$	\$	\$	\$
605110	Postage	2,000.00			2,000.00
607120	Adv-Persnl Nonfaculty	2,000.00			2,000.00
608110	Subscriptions	500.00			500.00
609100	Memberships/Dues	3,000.00			3,000.00

Verify that the original budget matches your budget submission.

		* Non-Personnel & Exp. Chargebacks				
		▼ Current Budget <sup>⚙️</sup>	• Original <sup>⚙️</sup>	▶ Commitments <sup>⚙️</sup>	• Commitments & Actuals <sup>⚙️</sup>	• Remaining <sup>⚙️</sup>
Commitment Item <sup>⚙️</sup>		\$	\$	\$	\$	\$
605110	Postage	2,000.00	2,000.00			2,000.00
607120	Adv-Persnl Nonfaculty	2,000.00	2,000.00			2,000.00
608110	Subscriptions	500.00	500.00			500.00
609100	Memberships/Dues	3,000.00	3,000.00			3,000.00

Reference the *Budget Preparation Manual FY 2018-19* for additional information about the FY18/19 budget.

### Link to FY 2018-19 Budget Preparation Manual

[http://bloomu.edu/documents/budget/BudgetPrepManual\\_FY2018-2019.pdf](http://bloomu.edu/documents/budget/BudgetPrepManual_FY2018-2019.pdf)

Please contact Barb Meyer x4029, Julie Kaschak x4022, or Audra Halye x4700 with any budget questions or if you need assistance.