The following information is provided to make you aware of budget activities related to the fiscal year end close for FY 13/14. 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 FY 13/14 budgets for goods and services received prior to July 1, 2014. This includes payroll, purchasing card transactions, travel, chargebacks, and other miscellaneous charges.

### Deadlines
- **July 15, 2014** Last day for chargeback processors to post FY 13/14 chargebacks
- **July 18, 2014** 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 18, 2014** Last day for Accounting to post FY 13/14 operating/capital expenses
- **July 22, 2014** 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 FY13/14 to FY14/15
The following are target dates for carrying forward open commitments and residual budget balances. The carry forwards 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, and funds reservations.
- Residual budget balance: Available amounts remaining in FY 13/14 after all expenditures have been posted.
Timeline:

- **July 26**  
  **Open commitments**  
  Carry forward of FY 13/14 open commitments along with the related budget into the new FY 14/15. The process will begin July 26 for all funds centers.

(See Below)  

**Residual budget balances**  
Carry forward from FY 13/14 to the new FY 14/15 for the following funds will begin on the date shown and may take a week to complete:

- **August 2**  
  **Plant Funds (FC 106x):** Will carryforward to same funds center and commitment item.

- **August 9**  
  **Grant Funds (FC 103x):** Will carryforward to same funds center and commitment item.

- **August 16**  
  **E&G General Fund (FC 1011):** Will carryforward to the specific “VP/Dean residual budget carry forward” funds center to Reserve commitment item 902-903 unless notified otherwise.

- **August 16**  
  **E&G Special Program Funds (FC 1012):** Will carryforward to same funds center and commitment item unless notified otherwise.

- **August 16**  
  **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 Health 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 16**  
  **Academic Enhancement Fund (FC 1013):** Will carryforward to “AE residual budget carryforward” funds center to Reserve commitment item 901-903 unless notified otherwise. (This funds center is under the control of the Provost office.)

- **August 16**  
  **Auxiliary Funds (FC 102x):** Will carryforward to same funds center to Reserve commitment item 901-903.

Reference the *Budget Preparation Manual FY 2014-15* (p. 12-13) for additional information about the carryforward program.

**Link to FY 2014-15 Budget Preparation Manual**  
Budget availability control for FY 14/15 will be turned on July 1, 2014. This means there will need to be budget in the funds center in order to enter 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 FY 14/15:
  - *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 1 for the new FY 14/15. 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 8/1/14 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 8/1/14 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 2014.
**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 2015.

<table>
<thead>
<tr>
<th>Variable</th>
<th>Current Selection</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fiscal Year</td>
<td>2015</td>
</tr>
<tr>
<td>Fund Hierarchy</td>
<td></td>
</tr>
<tr>
<td>Fund (Multiple or Single)</td>
<td></td>
</tr>
</tbody>
</table>

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

Verify that the original budget matches your budget submission.

Reference the **Budget Preparation Manual FY 2014-15** for additional information about the FY 14/15 budget.

**Link to FY 2014-15 Budget Preparation Manual**

Please contact Barb Meyer x4029, Danielle Peters x4647, or Audra Halye x4700 with any budget questions or if you need assistance.