

Bloomsburg University
Budget Instructions
Fiscal Year End Close
FY19/20

The following information is provided to make you aware of budget activities related to the fiscal year end close for FY19/20. 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 FY19/20 budgets for goods and services received prior to 7/1/20. This includes payroll, purchasing card transactions, travel, chargebacks, and other miscellaneous charges.

Deadlines

- July 21, 2020 Last day for chargeback processors to post FY19/20 chargebacks
- July 23, 2020 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 24, 2020 Last day for Accounting to post FY19/20 operating/capital expenses
- July 28, 2020 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 FY19/20 to FY20/21

The following are target dates for carrying forward open commitments and residual budget balances. Please note that the carryforward process for residual budget balances has changed for FY20/21 as outlined in the timeline that follows.

The carryforward 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 FY19/20 after all expenditures have been posted.

Timeline:

- July 25 **Open commitments**
Carryforward of FY19/20 open commitments along with the related budget into the new FY20/21. The process will begin July 25 for all funds centers.

- (See Below) **Residual budget balances**
Carry forward from FY19/20 to the new FY20/21 for the following funds will begin on the date shown and may take a week to complete:

- August 1 Plant Funds (FC 106x): Will carry forward to same funds center and commitment item.

- August 1 Grant Funds (FC 103x): Will carry forward to same funds center and commitment item.

- August 8 E&G General Fund (FC 1011): Will carry forward to the Institutional Reserve Fund.

- August 8 E&G Special Program Funds (FC 1012): Residual amounts will be reviewed to determine whether the balance can be carried forward to Institutional Reserve.

- August 8 E&G Self-Supporting Funds (FC 1013) (Excluding Academic Enhancement): Residual amounts will be reviewed to determine whether the balance can be carried forward to Institutional Reserve fund.

- August 8 Academic Enhancement Fund (FC 1013): Will carry forward to the central Academic Enhancement fund.

- August 8 Auxiliary Funds (FC 102x): Will carry forward to same funds center to Reserve commitment item 901-903.

Bloomsburg University
New Budget
FY20/21

Budget availability control for FY20/21 will be turned on July 1, 2020. 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 FY20/21:
 - *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 August 13 for the new FY20/21. 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 7/31/20 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 7/31/20 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 2020.

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 2021.

General Variables		
	Variable [△] _▽	Current Selection
*	Fiscal Year	2021 
	Fund Hierarchy	
	Fund (Multiple or Single)	
	Funds Center (BCS) Group	
	Fund Centers - Single or Multiple Values ...	
	Commitment Item Hierarchy	
	Commitment Item (Multiple or Single)	

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 [△] _▽	▶ Commitments [△] _▽	▶ Commitments & Actuals [△] _▽	▶ Remaining [△] _▽
Commitment Item [△] _▽		\$	\$	\$	\$
605110	Postage	2,000.00			2,000.00
607120	Adv-Persnl Nonfacly	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 [△] _▽	• Original [△] _▽	▶ Commitments [△] _▽	▶ Commitments & Actuals [△] _▽	▶ Remaining [△] _▽
Commitment Item [△] _▽		\$	\$	\$	\$	\$
605110	Postage	2,000.00	2,000.00			2,000.00
607120	Adv-Persnl Nonfacly	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 2020-21* for additional information about the FY20/21 budget.

Link to FY 2020-21 Budget Preparation Manual

https://intranet.bloomu.edu/documents/budget/BudgetPrepManual_FY2020-2021.pdf

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