Bloomsburg University
Budget Instructions
Fiscal Year End Close
FY18/19

The following information is provided to make you aware of budget activities related to the fiscal year end close for FY18/19. 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 FY18/19 budgets for goods and services received prior to 7/1/19. This includes payroll, purchasing card transactions, travel, chargebacks, and other miscellaneous charges.

Deadlines
- July 16, 2019  Last day for chargeback processors to post FY18/19 chargebacks
- July 18, 2019  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 19, 2019  Last day for Accounting to post FY18/19 operating/capital expenses
- July 23, 2019  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 FY18/19 to FY19/20
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 FY18/19 after all expenditures have been posted.
Timeline:

- July 20 **Open commitments**
  Carry forward of FY18/19 open commitments along with the related budget into the new FY19/20. The process will begin July 20 for all funds centers.

  (See Below) **Residual budget balances**
  Carry forward from FY18/19 to the new FY19/20 for the following funds will begin on the date shown and may take a week to complete:

- July 27 **Plant Funds (FC 106x)**: Will carryforward to same funds center and commitment item.

- August 3 **Grant Funds (FC 103x)**: Will carryforward to same funds center and commitment item.

- August 10 **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 10 **E&G Special Program Funds (FC 1012)**: Will carryforward to same funds center and commitment item unless notified otherwise.

- August 10 **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 10 **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 10 **Auxiliary Funds (FC 102x)**: Will carryforward to same funds center to Reserve commitment item 901-903.

Reference the *Budget Preparation Manual FY 2019-20* (p. 10-11) for additional information about the carryforward program.

**Link to FY 2019-20 Budget Preparation Manual**

**Bloomsburg University**

**New Budget**

**FY19/20**

Budget availability control for FY19/20 will be turned on July 1, 2019. 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 FY19/20:
  - 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 15 for the new FY19/20. 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 7/31/19 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 7/31/19 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 2019.
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 2020.

<table>
<thead>
<tr>
<th>General Variables</th>
<th>Current Selection</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fiscal Year</td>
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</tr>
<tr>
<td>Fund Hierarchy</td>
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<tr>
<td>Fund (Multiple or Single)</td>
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<tr>
<td>Funds Center (BCS) Group</td>
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<tr>
<td>Fund Centers - Single or Multiple Values ...</td>
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</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 2019-20* for additional information about the FY19/20 budget.

**Link to FY 2019-20 Budget Preparation Manual**


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