

**Budget Manager's Meeting**  
**Agenda**  
**Wednesday, January 18, 2006 (10:30 AM)**

----- **FY 2005-06** -----

- **FY 2005-06 Mid-Year Planning Reviews**
  - Scheduled week of January 30 – February 3
  - Program memo to VC's – January 4, 2006
  - Schedule sent (email from Jonia) – January 11, 2006
  - Reporting template
    - May be modified, but **MUST** be used
    - Emphasize the variance explanation (bottom of page)
    - W/O template, MYR session will be **cancelled**
  - Mandatory fees collected but not posted to Banner – spring 2006 (**handout**)
  
- **FY 2005-06 Execution**
  - Tuition down (as of 1.17.06)

----- **FY 2006-07** -----

- **FY 2006-07 Special Funds Budgets**
  - Packages out January 14, 2006, due [May 12, 2006](#)
  
- **FY 2006-07 Student Fee Requests**
  - BOT approved
    - Athletics - \$15.50
    - Student Activities - \$6.50
      - Postal - \$2.00
      - Student Media - \$4.50
    - Ed & Tech (ITSD) - \$7.00
    - Union Expansion Debt - \$120.00
    - Transportation - \$23.00
  - Parking - \$46.00
  - Housing
    - Room rates – increased 4.0%
    - Board rates – increased 6.2%
  - Miscellaneous Rates
    - MBA/MSA Orientation - \$25.00
    - MS CIS Orientation - \$25.00
    - ID Card Replacement - \$5.00
    - Graduate School Tuition Deposit - \$50.00
  
- **FY 2006-07 Campus-Based Tuition Increase**
  - Requested \$293.00 increase (\$3.1M)
    - Attract/retain high quality faculty
    - Restore faculty positions lost during budget reductions
    - Classroom support
    - Data network
    - Violence prevention program
    - Financial aid
  
- **FY 2006-07 Summer School**
  - Undergrad In-state – \$1.00 (9.0% increase)
  - Undergrad Out-state - \$37.00 (9.9%)
  - Graduate In-state - \$10.00 (10.4%)
  - Graduate Out-state - \$44.00 (10.0%)
  - MBA In-state - \$10.0 (10.0%)
  - MBA Out-state - \$46.00 (9.9%)
  - No fee increases
  - Approved by OP – December 28, 2005 memorandum
  - Approved by OSBM (BD-606 # 12-0006-06) – January 17, 2006

----- **Miscellaneous** -----

- **Budget Office Training Workshops**
  - BGT 101 (Receipt Budgets) – Jan 24, May 22, 2006
  - BGT 102 (General Fund Budgets) – Jan 25, May 23, 2006
  - BGT 103 (Personnel) – Jan 26, May 24, 2006
  - BGT 104 (Money Flow) – Jan 30, May 25, 2006
  - BGT 105 (New Administrators) – Jan 31, May 25, 2006
  - **VERY POOR RESPONSE TO DATE**
  
- **Salary Reserve Management**
  - Lessons learned to me by March 31, 2006
    - Will need to report to Cabinet on adjustments for next year
      - Range revisions
      - Cross-divisional promotions
      - Etc, etc
  
- **BD-119 Process**
  - Budget Office assuming overall responsibility
  - Meeting on lessons learned from FY 2005 soon
  
- **BANNER HR**
  - Training to start in April/May timeframe (hopefully)
  - Current Issues:
    - Fringe benefit encumbrances
    - Lapsed salary reports
    - BD-119
    - Reports in general
    - Split-funded positions
  
- **BANNER Finance**
  - Budget/Business Managers help to departments
  - Reports
    - Impact on production offices
    - Keep harping to get them if you want them
  - Remember HR documents still use old FRS ACCT #, not Banner Fund
  - Remember to keep checking FWRUPOST to reconcile FGIBDST and FGIBAVL
  - Remember suspended JE's older than 30 days will be deleted by my office
  - Overcommitment notices – getting out of control
    - Too many 3<sup>rd</sup>/4<sup>th</sup>/5<sup>th</sup> notices for very small dollars
    - Tells me people aren't reading their fund reports...or don't know how
  - REMINDER --- Travel NOT encumbering
  - Carol Wilson training sessions
    - Monthly
    - Not many takers
  - List of personnel with Banner User access (**handout**)
    - Logon data
    - How often, if ever, would you like listing
  - FWRBSTAT / FGIBDST - Available balances (**handout**)