

Budget Manager's Meeting
Agenda
Thursday, May 10, 2007 (10:00 AM)

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

- **FY 2006-07 Mid-Year 1-Time Allocations (Excess Receipts)**
 - As items are completed, divisions are required to inform Budget Office
 - Unused funds will be pulled back to University level
 - To date, few divisions have responded to Angie.
 - Please provide latest update by next Wednesday, May 16th

- **FY 2006-07 Year-end / 2.5% SRCI Carry Forward**
 - Divisions/departments authorized to carry forward 2.5% of PERMANENT operating budget into next fiscal year
 - **General funds only**, only appropriated funds (eliminate 102, 103 and most of 142 subheads)
 - Applies to Banner acct codes 92xxxxx – 96xxxxx
 - *At what level? Need definitive answer from each division.*
 - Negatives are the responsibility of VC's, must be liquidated by year-end
 - Negatives are only an issue if the total of the operating lines is negative. We are not looking at the detail account codes; instead we roll them together for one total per fund... thus limiting the number of budget revisions needed.
 - Budget office will generate budget report by May 30th – identifying departmental maximum carry forward amounts
 - Budget office will generate “available balances” report on May 30th and June 15th

----- **FY 2007-08** -----

- **FY 2007-08 Annual Allocations**
 - Allocation of permanent (Enrollment Growth) and One-Time funds
 - Requests due back to my office Monday, May 14
 - Divisions upload to shared-file, fill out summary page
 - Divisional budget manager emails Angie, cc Cindy, that they have completed upload
 - Budget office “locks” file on Tuesday, May 15
 - Angie/Cindy will be notifying divisions with questions / meetings
 - Budget office recommendations due to Provost / CFO – Monday, June 4
 - Campus will be notified via email, may view results of our analysis
 - Budget office comments are MINE, not my staff
 - Provost/CFO discussions with VCs/Cabinet – through June 22nd

- **FY 2007-08 Special Funds Budgets**
 - Due to my office Monday, May 14
 - Amy & I will be reviewing this year
 - FYI ...Legislative increase – HB 1473
 - Pay raise – 2.5% + \$400.00 one-time
 - Retirements
 - TSERS – 7.96% (budget instructions – 7.39%)
 - LEO – 12.96% (12.39%)
 - ORP – 11.66% (blended rate – 10.05%)
 - Medical insurance
 - PPO - \$4,097 (\$4,000)
 - Major Medical Plan - \$4,284
 - May develop “blended” rate, similar to EPA retirement

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

- **Vacant Positions**
 - Legislature / UNC-GA looking, HARD, at vacancies again
 - Especially those vacant > 6 months
 - How vacant positions are reported (quarterly to UNC-GA):
 - SPA – from PMIS, after adjusting for verbal offers
 - EPA – from Banner HR, after adjusting for “how” position dollars are expended
 - Faculty – from flex’s into operating funds
 - Amy/Judy will contact divisions MONTHLY to discuss vacancies.
 - Goal is to rarely, if ever, have to report a vacancy over 6 months
- **Grant Pool Positions**
 - Elimination of pool positions no longer applicable
 - Consolidated HR 3.30 for all grant pool positions w/in a single grant
- **Assignments Beyond July 1st**
 - HR attempting to roll HR online actions that cross fiscal years
 - Time-limited actions – same procedure as in the past
- **Training**

○ BGT 101	Monday May 14	9:30AM	AL 215
○ BGT 102	Tuesday, May 15	9:00AM	AL 215
○ BGT 103	Wednesday, May 16	9:00AM	AL 215
○ BGT 104	Wednesday, May 16	1:00PM	AL 215
○ BGT 105	Thursday, May 17	9:00AM	AL 215
○ BGT 106	Tuesday, May 22	9:30AM	AL 215
	Tuesday, June 19	9:30AM	AL 215
○ BGT 107	Wednesday, June 20	10:00AM	AL 215
- **Future Budget Managers’ Scheduled Meetings**

○ Thursday, July 12, 2007	10:00 – 12:00	AL 215
○ Thursday, September 13, 2007	10:00 – 12:00	AL 215
○ Thursday, November 15, 2007	9:00 – 10:30	AL 215