

Budget Manager's Meeting
Agenda
Wednesday, June 14, 2006 (4:00 PM)

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

- **FY 2005-06 Year End Execution**
 - Available Balances – May 31, 2006 report
 - Correction of funds “totally negative”
 - Jonia’s email of 6/13/06

- **Personnel Issues (Judy)**
 - Banner positions – many to one (handout)
 - Cost reallocations
 - Temp position #s (handout)

- **YEAR END PURCHASING DEADLINES**

Purchase order receiving paperwork must be signed and forwarded to Purchasing Services on or before Friday, June 30. All invoices that arrive in your department, potentially with delivered goods, must be forwarded to Accounts Payable on or before Friday, June 30. Goods and services purchased with general funds must be received and invoiced by Friday, June 30 in order to expend this year’s funds. After June 30, the cost will roll over to next fiscal year, and the money will be taken out of 2006-07 budget funds.

Requisition deadlines have passed. Only true emergency purchases will be processed.

Thursday, June 8 was the deadline for purchasing card use for the 2005-06 fiscal year. The billing cut off is Friday, June 16. Because the bank must receive and post the transactions from the vendor by that date, purchasing services recommends that all purchasing card use cease now for this fiscal year. Purchasing card use may resume Saturday, June 17 against next fiscal year funds.

This is different from prior years. Purchasing does not have sufficient staff to chase receiving paperwork this year end. They are concentrating on expediting with vendors to get the goods and services to campus by June 30th and also resolving the NUMEROUS problems we have that may be preventing payment. SOOOOO departments won’t get personal reminders from them and have to take the responsibility themselves.

Can you please impress this upon them?

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

- **FY 2006-07 Budgets**
 - General Funds – in Banner
 - Budgeted Trusts – being entered every day
 - Missing Budgets – to me NLT Friday 6/16 or will not be completed by 7/1
 - See me after meeting !!!
 - Purchasing overrides
 - Please check your budget ***BEFORE*** you call Jonia !!!

- **FY 2006-07 Legislative Increases (TENTATIVE)**
 - EPA 6%
 - SPA 5%
 - 2% One-Time Bonus (Senate - EPA; House - SPA)
 - IF Budget Approved prior to 7/1/06 – expect SPA LI's in July, EPA in August
 - *Just speculation, but HR / Budget Office are gearing up for it*
 - BD-119 process – July & August
 - Return BD-119 spreadsheets to me

- **Banner HR**
 - On-Line System
 - 1st approvers / email notification
 - Were given listing by department
 - Annual Leave Report
 - Went to leave keepers not department heads
 - Job listings for next year
 - HR 1.30 / 1.35 / 1.60
 - Must be entered after 7/1/06

- **Time-Limited Positions – funded for FY 2006-07**
 - My emails of 6/6/06
 - Need before 7/1/06

Miscellaneous

- **FY 2007-09 Biennial Expansion Budget Process**
 - My June 5, 2006 memorandum
 - UNC-GA's Budget Memo # 3, dated May 16, 2006
 - "Bottom-up" versus "Top-down" this year
 - Twelve (12) system-wide priorities
 - Budget Requests due to me July 10, 2006
 - Electronic template sent to you today
 - UNCW Budget requests due to UNC-GA – August 1, 2006

- **PACE (President's Advisory Committee on Efficiencies & Effectiveness)**
 - Budget Office Timeline
 - UNC-GA Campus Guidelines – draft dated June 13, 2006
 - PACE Excel template for reporting
 - PACE power point presentation of May 1, 2006
 - UNCW PACE Committee established
 - Training at FSU on 6/20/06
 - Budget Office to promulgate "controls" by 6/26/06