

Budget Manager's Meeting
Agenda
Thursday, November 15, 2007 (9:00 AM)

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

- **FY 07-08 Excess Revenue (Mid-Year Review)**
 - Guidance E-Memo dated October 30, 2007
 - Renovations / Purchasing requests – due November 16th
 - Final requests due to me – **December 1, 2007**
 - One-time requests only

----- *FY 2008-09* -----

- **FY 2008-09 Tuition Increase (CITI) process**
 - Provost / CFO presentation to Cabinet: yesterday
 - Cabinet approved the following:
 - in-state, undergrad increase of \$46.00
 - in-state, grad increase of \$55.00
 - out-state, undergrad + grad increase of \$250.00
 - BOT presentation: December 14
- **FY 2008-09 Student Fee process**
 - Provost / CFO presentation to Cabinet: yesterday
 - Cabinet approved the following increases:
 - Athletics - \$20.00
 - Health - \$9.00
 - Ed & Tech - \$6.75
 - Athletic Facilities - \$1.00
 - Campus Recreation - \$46.00
 - MC CSIS Orientation - \$125.00
 - Nursing Simulation Lab Course Fee – \$50.00
 - Application Fee - \$15.00
 - BOT presentation: December 14
- **FY 2008-09 Supplemental Budget Request process (2nd Year of FY 2007-09 Biennium)**
 - Guidance deferred until after Thanksgiving
 - Awaiting UNC-GA guidance
- **FY 2008-09 Special Funds' Budgets**
 - Guidance / Packages out:
 - October (Food Svc, Parking, Security, Housing)
 - January (all others)
 - Packages due in:
 - December (Food Svc, Parking, Security, Housing)
 - May (all others)
 - Rate estimates – sent out Monday 11-12-07 by Amy
- **FY 2008-09 Enrollment Projections**
 - Handled by Academic Affairs
 - Sent to GA – Friday, November 9, 2007

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

- **Non-Resident Aliens – Joann Ferguson**
- **Summary Calendar (handout)**
- **SRCI audit & review**
 - Internal Audit recently completed their audit of FY 2006-07 flex's
 - Nothing major, but there were some issues noted.
 - Here are some of the findings:
 - Requests should be accurate and complete
 - Salary amounts must tie to HR 3.30 and Banner HR

- Benefits at the detail
 - **Bottom-line: Expenditures MUST match request**
 - If you can't expend as requested, and want to re-flex:
 - Note the previous Flex in your new request
 - Notify Budget Office before on line budget revision moves flexed dollars
 - Verify accuracy of flex amounts
 - Permanent budget on FGITRND
 - Available budget on FGIBAVL
 - Attach HR 3.30 and HR 3.35 if necessary
 - Your ability to have management flexibility depends on your compliance !!!
- **Budget Request System (handout)**
 - Overview
 - Banner Forms
 - Training Schedule
 - Budget Manager Tasks
 - Centralized vs. Decentralized Model for Input
 - List of Attendees for Training
 - Departmental Goals
- **Quality of Work / Professionalism towards my staff**
- **Banner HR Refresher**
 - EPA Scenario HR 3.30 and HR 3.35
 - SPA Scenario HR 3.30 and Flex
- **Training**
 - BGT 101 Monday, January 14 2:00 PM AL 211
 Monday, April 14 2:00 PM AL 211
 - BGT 102 Tuesday, January 15 2:00 PM AL 211
 Tuesday, April 15 9:30 AM AL 211
 - BGT 103 Wednesday, January 16 10:00AM AL 211
 Wednesday, April 16 2:00 PM AL 211
 - BGT 104 Friday, January 18 9:00 AM AL 211
 Friday, April 18 9:30 AM AL 211
 - BGT 105 Tuesday, January 22 2:00AM AL 211
 Tuesday, April 22 9:30 AM AL 211
 - BGT 106 Thursday, January 17 9:30AM AL 211
 Thursday, April 17 9:30 AM AL 211
 - BGT 107 Thursday, January 17 2:00 PM AL 211
 Thursday, April 17 2:00 PM AL 211
- **Future Budget Managers' Scheduled Meetings**
 - Tuesday, January 15, 2008 9:00 – 10:30 AM AL 215
 - Tuesday, March 18, 2008 9:00 – 10:30 AM AL 215
 - Tuesday, May 13, 2008 9:00 – 10:30 AM AL 215
 - Tuesday, July 15, 2008 9:00 – 10:30 AM AL 215
 - Tuesday, September 16, 2008 9:00 – 10:30 AM AL 215
 - Tuesday, November 18, 2008 9:00 – 10:30 AM AL 215