

BUDGET 101



General Info

- Fiscal year – July 1 to June 30
- Accounting Period within the fiscal year:
 - Period 1 – July
 - Period 2 – August
 - Period 3 – September
 - Continue until next fiscal year's July and start over with 1.

Accounting Period

Period	Starts	Ends	Period	Starts	Ends
1	July 1	July 31	7	Jan 1	Jan 31
2	Aug 1	Aug 31	8	Feb 1	Feb 28
3	Sept 1	Sept 30	9	Mar 1	Mar 31
4	Oct 1	Oct 31	10	Apr 1	Apr 30
5	Nov 1	Nov 30	11	May 1	May 31
6	Dec 1	Dec 31	12	Jun 1	Jun 30
13	<i>FinOps: Adjustments</i>		14	Year to date	

Hierarchical Funding View

- **Organization Code**
 - This is your department / division
 - Starts with 10 (or 7 for research / grants)
 - IE: LAS Dean's office is 102046
- **Fund Code**
 - This is the type of fund you are using
 - IE:
 - GU Funds: A2000 or A0003
 - RU Funds: Begin with "D"
- **Account Code**
 - Line item expenses
 - IE: 3710 – Stationary Office & Data Processing Supplies

102046 – LAS Dean

A0003

A2000

D10159

2062 – Postage

3710 – Stationary

GU – General Use Funds



A0003 – State General Fund

Generated from *Tax Revenue*

Salary

Benefits

A2000 – General Fees Fund

Generated from *Student Tuition*

Salary

Benefits

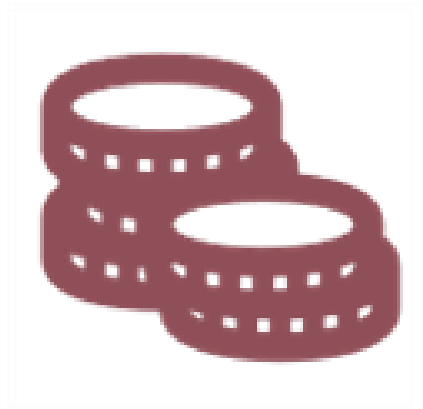
Other Operating Expenses



GU Funds

- Controlled by the University
- Do Not Carry over from one Fiscal Year to the Next
- Any remaining funds at the end of the Fiscal year are swept by the Finance Office.

Adjusted Budget is set with **ACTUAL** funds



GU - Controllables - OOE

	1100	Unclassified Salaries-Lecturer	\$0.00	\$400.00	\$0.00	\$0.00	(\$400.00)	
	1750 - 1999	Benefits	\$13,785.13	\$13,785.13	\$0.00	\$0.00	\$0.00	
		Total Salaries & Benefits	\$195,496.13	\$39,673.50	\$0.00	\$154,351.06	\$1,471.57	20.29%
	2062	Postage Charge Non DISC	\$250.00	\$6.76	\$0.00	\$0.00	\$243.24	
	2072	Long Distance Communication	\$50.00	\$9.90	\$0.00	\$0.00	\$40.10	
	2230	Dupl, Blue-Printing, & Reproducing	\$500.00	\$0.00	\$0.00	\$0.00	\$500.00	
	2240	Advertising	\$170.00	\$0.00	\$0.00	\$0.00	\$170.00	
	2310	Copier Rentals and Leases	\$1,366.00	\$0.00	\$0.00	\$0.00	\$1,366.00	
	2430	Machinery & Equip Repair & Service	\$800.00	\$92.46	\$0.00	\$0.00	\$707.54	
	2440	Buildings & Grounds Rep & Service	\$200.00	\$0.00	\$0.00	\$0.00	\$200.00	
	2512	Private Vehicle Mileage-Out of St	\$300.00	\$0.00	\$0.00	\$0.00	\$300.00	
	2661	Job Related Training & Conf Registr	\$390.00	\$0.00	\$0.00	\$0.00	\$390.00	
	2690	Other Fees	\$300.00	\$0.00	\$0.00	\$0.00	\$300.00	
	2790	Other Professional Fees	\$300.00	\$0.00	\$0.00	\$0.00	\$300.00	
	2970	Official Hospitality	\$300.00	\$0.00	\$0.00	\$0.00	\$300.00	
	3200	Food	\$200.00	\$0.00	\$0.00	\$0.00	\$200.00	
	3690	Other Prof Scientific Suppl & Mat	\$100.00	\$0.00	\$0.00	\$0.00	\$100.00	
	3710	Stationery and Office Supplies	\$300.00	\$0.00	\$0.00	\$0.00	\$300.00	
	3730	Telecommunications Supplies	\$240.00	\$0.00	\$0.00	\$0.00	\$240.00	
		Total Other Operating Expenses	\$5,766.00	\$109.12	\$0.00	\$0.00	\$5,656.88	1.89%

\$5,766.00
 \$ (109.12)
 \$5,656.88

RU - Restricted Use Funds



Department Funds



Special Revenue - must be used for the specific purpose collected.



Generated by all sources other than Tax Revenue and Tuition, for example:

- Lab Fees
- Testing Fees
- Online Fees
- Foundation Funds



Roll over from one year to the next.



RU – Dept Funds

- Adjusted Budget is set with **ESTIMATED** funds
- REVENUE – Expected Revenue minus Actual Revenue. This is like a savings account.
- Needs to be budgeted into the Expense section – either Salaries/Benefits or OOE.
- Expected Revenue is only an estimate. Not actual money – used to build your budget.
- You can spend the expected revenue amount, but you need to actually bring funds into the ORG. This will show in YTD ACTUAL revenue.
- Don't over estimate expected revenue. This could cause you to overdraw account at the end of the fiscal year.

RU
Example:

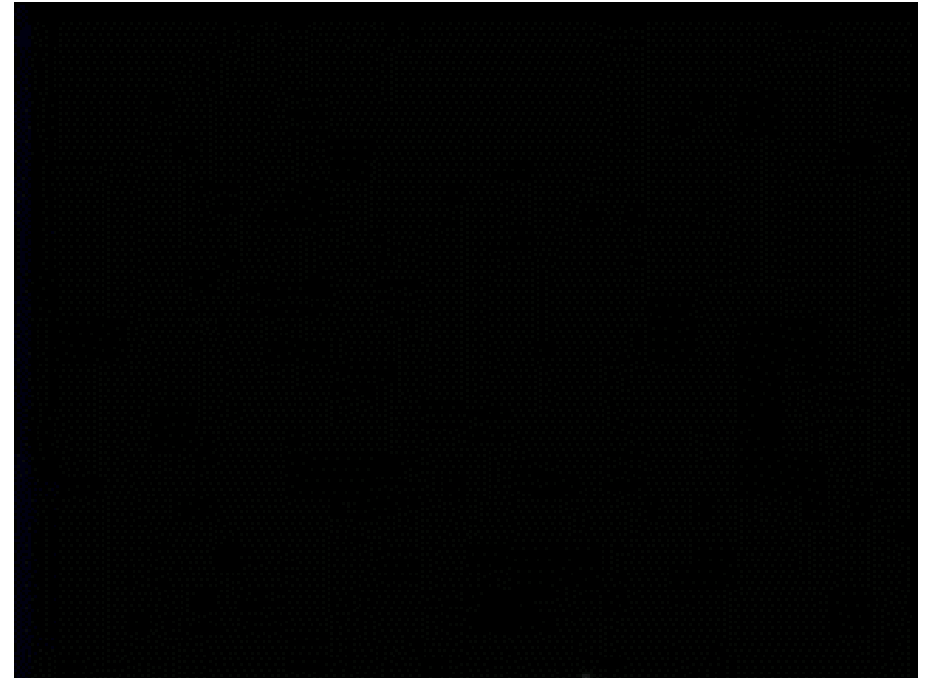
			Fiscal Year: 2020	Period Ending: YTD			
Fiscal Year Beginning Cash Balance			\$2,576.31				
			REVENUE				
Account	Account Name	Expected Revenue	YTD Actual Revenue	Expected Revenue minus Actual Revenue			
L26741	Unapplied Departmental Scholarships	\$0.00	\$0.00			\$0.00	
R70002	Prior Year Carried Forward	\$2,576.31	\$0.00			(\$2,576.31)	
R80073	Gifts - WSU Foundation	\$39,500.00	\$39,500.00			\$0.00	
R80128	Internal Income - Other	\$15,200.00	\$16,200.00			\$1,000.00	
R80236	Transfer from Other Funds	\$14,783.25	\$15,780.25			\$997.00	
	Total Revenue	\$72,059.56	\$71,480.25			(\$579.31)	
			EXPENSES				
Account	Account Name	Adjusted Budget	YTD Actual	Commitments	Committed Salaries	Available to Spend	% Spent
1115	Unclassified Salaries-Add'l Comp	\$10,100.00	\$9,300.00	\$0.00	\$0.00	\$800.00	
1180	Unclassified Salaries-Lecturer	\$4,700.00	\$4,700.00	\$0.00	\$0.00	\$0.00	
1200	Student Salaries-Regular	\$9,200.00	\$1,258.75	\$0.00	\$0.00	\$7,941.25	
1760	State Leave Pymt Assessment	\$0.00	\$100.66	\$0.00	(\$100.66)	\$0.00	
1780	Parking Fee	\$0.00	\$0.04	\$0.00	(\$0.04)	\$0.00	
1830	Regents Retirement	\$0.00	\$790.50	\$0.00	(\$790.50)	\$0.00	
1850	TIAA Disability	\$0.00	\$93.00	\$0.00	(\$93.00)	\$0.00	
1910	FICA OASDI/Medicare	\$1,837.25	\$0.00	\$0.00	\$1,837.25	\$0.00	
1911	Medicare	\$0.00	\$201.51	\$0.00	(\$201.51)	\$0.00	
1912	OASDI	\$0.00	\$861.67	\$0.00	(\$861.67)	\$0.00	
1970	Workers Compensation	\$0.00	\$43.27	\$0.00	(\$43.27)	\$0.00	
1980	Unemployment Compensation	\$0.00	\$6.89	\$0.00	(\$6.89)	\$0.00	
	Total Salaries & Benefits	\$25,837.25	\$17,356.29	\$0.00	(\$260.29)	\$8,741.25	67.18%
2622	Student Travel - Honorariums	\$0.00	\$18,000.00	\$0.00	\$0.00	(\$18,000.00)	
2970	Official Hospitality	\$0.00	\$267.00	\$0.00	\$0.00	(\$267.00)	
3200	Food	\$146.00	\$0.00	\$0.00	\$0.00	\$146.00	
3710	Stationery and Office Supplies	\$0.00	\$1.45	\$0.00	\$0.00	(\$1.45)	
3720	Data Processing Supplies	\$43,500.00	\$0.00	\$0.00	\$0.00	\$43,500.00	
5660	Scholarships	\$0.00	\$23,250.00	\$0.00	\$0.00	(\$23,250.00)	
BALFWD	Balance Forward-Budget Only	\$2,576.31	\$0.00	\$0.00	\$0.00	\$2,576.31	
	Total Other Operating Expenses	\$46,222.31	\$41,518.45	\$0.00	\$0.00	\$4,703.86	89.82%
	Total Expense (Salaries, Benefits and Operating)	\$72,059.56	\$58,874.74	\$0.00	(\$260.29)	\$13,445.11	
Current Cash Balance			\$15,181.82				
Fiscal Year Cash Less Commitments			\$15,181.82				

\$ 2,576.31
\$ 39,500.00
\$ 16,200.00
\$ 15,780.25
\$(17,356.29)
\$(41,518.45)
\$ 15,181.82

Audits and Record Retention

- Sign up for the monthly Case in Point newsletter
- Episode One
- Record Retention, Policy 20.23

https://www.wichita.edu/about/policy/ch_20/ch20_23.php



Records Retention Schedule

- https://www.wichita.edu/about/policy/records_retention_schedule.php

Record Type	Description	Retention Period and Disposition	Repository
Vouchers and Requisitions, Purchase	Copies of documents used to order and pay for goods and services: DA forms 100 through 109 and DA 120.	Retain five fiscal years and then destroy. Paper voucher copies are retained for one fiscal year then destroyed while the electronic version is kept indefinitely. The electronic version can be	Financial Operations
Banking Records	Bank statements, deposit books and slips, check registers, bank analysis statements.	Retain three fiscal years and then destroy.	Financial Operations
Employee Time Report Records	Recording documenting time worked by individual employees on a daily, weekly, or monthly basis: time sheets, time cards, attendance reports, absence reports, sign-in/out sheets, etc.	Retain five fiscal years and then destroy. (Revised 5/21/2004 per WSU General Counsel.)	Department of Origin
Equipment Maintenance and Ownership Records	Documents related to the legal ownership and maintenance of agency equipment: legal titles, warranties, maintenance logs, etc.	Retain for the life of the equipment, then transfer to the new owner of the equipment or destroy as appropriate.	Department of Origin

Budget Adjustments


Policy 12.03

1. Budget adjustments are required for:

1. Transfer of general use funding between departments.
2. Transfer of funding between controllable salaries (temporary salaries, overtime salaries, and student salaries) account codes and OOE account codes.
3. Establishing new budgets resulting from new or changed projects or appropriations.
4. Transfer of positive general use shrinkage balances.

2. Budget adjustments are not required for:

1. Transferring funds between OOE account codes.


Budget Adjustment Form - BD2

Date:		Fiscal Yr:		Prepared By:					
Purpose:									
Fund		Org		Account		AMOUNT			
#	Name	#	Name	Code	Name	Decrease	Increase		
Benefits Impact Section - Restricted Use Only <i>(Automatically calculated, except health benefits. Assumes retirement at Regent rate.)</i>									
OOE Section									
Total Expense Accounts						\$	-	\$	-
Revenue Section - Restricted Use Only									
Total Restricted Use Revenue Accounts						\$	-	\$	-
Budget Office Use - Document Total									
							\$	-	

[Email form to your Budget Analyst](#) *(if excel VBA macros enabled)*

Epaafs



TRACK YOUR DEPARTMENT
EPAFS AND TOTALS



STAY WITHIN ALLOCATION
CHECK PAYMENTS



REACH OUT TO LAS WITH
QUESTIONS

NAME	WSU ID	Trans #	Course Name	Start	End	Fund	OBJ	G/L	GU	RU	SC	Total Pay	GU TOTALS	Memo
smith, john	q425h486	249357	XQY 101	8/8/2021	12/11/2021	a2000	1180	l	x			\$12,000.00	\$ 12,000.00	327 x 3
jones, adam	e528r824	249375	aldf 102	8/8/2021	12/11/2021	a2000	1180	l	x			\$ 4,000.00	\$ 4,000.00	
sample, tom	s353a267	249376	XQY 102	8/8/2021	12/11/2021	a2000	1115	l	x		x	\$ 4,000.00	\$ 4,000.00	south
smith, john	s353a267	249376	aldf 103	8/8/2021	12/11/2021	a2000	1115	l	x			\$ 4,000.00	\$ 4,000.00	
jones, adam	w243s954	249505	XQY 103	8/8/2021	12/11/2021	a2000	1180	l	x			\$ 8,000.00	\$ 8,000.00	both online.
sample, tom	k278v786	249364	aldf 104	8/8/2021	12/11/2021	a2000	1180	l	x			\$ 4,000.00	\$ 4,000.00	online
smith, john	t263s746	249933	XQY 104	8/8/2021	12/11/2021	a2000	1180	l	x			\$ -	\$ -	
jones, adam	z983n763	249937	aldf 105	8/8/2021	12/11/2021	a2000	1180	l	x			\$ -	\$ -	
sample, tom	b448j854	249946	XQY 105	8/8/2021	12/11/2021	a2000	1180	l	x			\$ -	\$ -	
smith, john	j975x473	250033	aldf 106	8/8/2021	12/11/2021	a2000	1180	l	x		x	\$ 8,000.00	\$ 8,000.00	100 - WEST, 306 - SOUTH
												\$ -	\$ -	
												\$ -	\$ -	
												\$ -	\$ -	
												\$44,000.00	\$ 44,000.00	GU TOTAL request
												\$ -	\$ -	RU TOTAL request

GU TOTALS:		
LECTURERS:		
\$ 32,000.00	LAS - Lecturer ALLOCATION	
\$ -	Additional Funds Requested	
\$ 32,000.00	Total GU Funds Available	
\$ 44,000.00	LESS GU Requested for Lecturers	
\$ (12,000.00)	GU Subtotal	
\$12,000.00	plus money from Satellite campuses	
\$ -	Remaining GU Allocation Available	
Lecturer Breakdown:		
\$ 8,000.00	1115 TOTALS	
\$ 36,000.00	1180 TOTALS	
\$ 44,000.00	total	

FCD00106 - Organization Financial Report for GU Funds
Wichita State University
Organization: [REDACTED]
Funds: A2000
Fiscal Year: 2022
Period Ending: YTD
Database: PROD N
1/11/2022 12:4

EXPENSES							
Fund	Account	Account Name	Adjusted Budget	YTD Actual	Commitments	Committed Salaries	Available to Spend
A2000							
	1100	Unclassified Salaries-Permanent	\$113,252.00	\$56,029.80	\$0.00	\$57,222.20	\$0.00
	1105	Unclassified Salaries-Stipend	\$2,000.00	\$999.20	\$0.00	\$0.00	\$1,000.80
	1110	Uncl-Salaries-Seasonal and Temp	\$0.00	\$6,693.99	\$0.00	\$0.00	(\$6,693.99)
	1115	Unclassified Salaries-Add'l Comp	\$2,000.00	\$10,000.01	\$0.00	\$0.00	(\$8,000.01)
	1180	Unclassified Salaries-Lecturer	\$0.00	\$35,999.91	\$0.00	\$0.00	(\$35,999.91)

Foundation

- Requisitions
 - ✓ E-sign
 - ✓ Attach Document
- Balances
- Questions?

WICHITA STATE UNIVERSITY
FOUNDATION

FOUNDATION REQUISITION FOR EXPENDITURE

Requesting Department: LAS Dean's Office Date:

Payee & Address: Payee Status: Student

Description:

Invoice#	Invoice Date	Amount	Acct Use	Fund #
Total:		0.00		

Authorized By: _____ Date: _____

Authorized By: _____ Date: _____

Prepared By: Kelley Smetak
Box: 5
Phone/ Ext: 6660

Return Check To: (select one)

Mail to Payee:

WSU Postal Svcs Org/Fund:

Return to Preparer:

Call for Pickup: