**Training & Budget Development Timelines**

**Budget Training**

* Video Training and manual training document available at myWSU within the Employee Toolbox section and the Budget Office’s website.
* Open In-Person Training Labs
  + April 27 @ 9am-11am – Open Lab in Jabara Hall, Room 124. Register through myTraining.
  + May 3 @ 3pm-5pm – Open Lab in Jabara Hall, Room 124. Register through myTraining.
  + May 10 @ 10am-12pm – Open Lab in Jabara Hall, Room 124. Register through myTraining.
* Call your budget analyst for group or one-on-one training. Availability is limited.

**Budget Request Timelines and Deadlines**

* April 24 – Budget system opens for Budget and Review Officers to begin entering their budget requests.
* May 19 – Final day for Budget and Review Officers to complete budget requests within TM1 prior to VP review. Last day to submit HR forms. Submissions after this date will not be incorporated into your FY ’24 adopted budget.
* May 26 – Final day for vice presidents to review requests and enter changes in TM1.

**Who to Contact with Questions?**

* See attached sheet outlining budget analyst assignments.
* Your college/department’s business manager is also a key contact regarding specific guidance from your division or college/department.

**Budget and Review Officer Budgeting Guidance & Standards**

**Key Budgeting Practices**

* Budget and Review Officers are responsible for the budget requests for their assigned orgs. Budget Analysts are not responsible for preparing the budget request on behalf of Budget and Review Officers.
* Fund Structure
  + General Use (GU) Funds
    - GU fund A0003 (SGF) is personnel only.
    - GU fund A2000 (Tuition) is personnel and OOE combined.
    - GU funding is allocated through base budget targets as a single allocation at the college/dept. level. Leadership at the college/dept. level then decides how best to utilize the funds within their business plan for the next fiscal year.
  + Restricted Use (RU) Funds
    - All other funds are designated as Restricted Use (RU) funds. Revenue estimating and allocation of resources is handled by the college/department that generates the revenue. Leadership at the college/dept. level then decides how best to utilize the funds within their business plan.
* College/Department Budget Development Practices
  + Each division, college/department, can have their own internal standards for developing their budgets and how much they ask each Budget Officer to be involved. For example, in some college’s departmental chairs, although the assigned Budget Officer, may delegate their budget development responsibilities to their college’s Business Officer. If in doubt, visit with your leadership for specific guidelines regarding the practices within your division/college/department.
* Business Plans
  + Budget and Review Officers are responsible for the business plan that their annual budget request is founded on. See the University Budget Office’s website for additional guidance.
* Common Expectations
  + Budget correctly and realistically for revenue and expenses, by org., fund, and account based on your business plan.
  + The State of Kansas requires realistic budget submissions by account. Don’t place all of your budget on a single account, when your actual financial activity is occurring in multiple accounts. Budgets should be based on what you anticipate to actually occur based on your business plan.
  + Don’t budget vacant positions below the compensation level you anticipate filling the position at, or below the minimum pay grade, in order to balance your budget.
  + Colleges/departments with GU base budget targets must submit a budget request that is at or below the target. Budgeting below the GU base budget target results in the forfeiting of GU funding.

**Budget and Review Officer Common Budget Actions and Expectations**

**When Budgeting for Positions**

* You must…
  + Budget for vacant positions at the salary level you anticipate filling them at, in accordance with existing HR policies (if in doubt, contact your HR Business Partner).
  + Submit an HR Form (ex. PAR or HR200) for filled positions, which can be accessed on the HR website. All forms are due no later than May 19. Late submissions will not be incorporated into your adopted FY 2024 budget.
    - HR200: Used to change a current employee’s status regarding a funding change (org./fund split adjustment), name change, position reclassification, etc.
    - Position Action Review (PAR): Used for promotions/demotions/transfers, off-cycle pay changes, employee searches, etc.
* You can…
  + Change the funding split (org./fund assignment) on a vacant position to a different org. and/or fund assignment within the budgeting system.
  + Adjust the salary of a vacant position within the budgeting system. Keep in mind minimum pay grades and the expectations of the salary you’d expect to fill the position at.
  + Create a new position within the budgeting system. Contact HR.ServiceCenter@wichita.edu to start the process and have the position added to Banner, which will then flow into the budgeting system the following day.
* You can’t…
  + Transfer a vacant position to a new “home org.”. The home org. represents the organization responsible for managing the position, which can occasionally be different from the organization funding the position. Contact your budget analyst for this action if it is to be effective the beginning of the upcoming budget year. If effective immediately, submit the proper HR form.
  + Adjust the salary of a vacant position to an absurdly low level just to balance your budget.

**When Budgeting for OOE**

* You must…
  + Budget by account based on your business plan for the fiscal year.
    - The State of Kansas requires us to budget by account in a realistic manner.
    - Generally speaking, absent changes in your business plan, these should be similar to your historical expenditure patterns.
* You can…
  + Add new accounts within the budgeting system (see training documents).
  + Adjust the budgets by account.
* You can’t…
  + Budget a negative $ amount.
  + Budget all of your dollars on a single account, such as “Other Contractual Services”, when your expenditure patterns are spread amongst many accounts.

**When Budgeting for RU Revenue**

* You must…
  + Revise your RU revenue estimates based on current collection patterns, any changes in the variables that drive the collections, and the business plan for the upcoming fiscal year. For example, if a fee increase is being proposed, the new revenue generated from the increase must be included in the budget submission.
  + Budget correctly by account based on your anticipated collections.
  + Have a balanced budget, with RU revenue matching to RU expenditures, with the exception of a business plan that calls for the building of cash *(see below)*.
  + SGA Student Support Services Fee revenue must be budgeted to match exactly what has been adopted by SGA for your budget. These revenues are traditionally budgeted in account R80388: Realloc. Of Student Fees-Transfer In.
* You can…
  + Budget to build cash: If your business plan calls for the building of cash (planned revenues exceed expenditures) to support a future expense, in this situation it is acceptable to not have a balanced budget, with your total revenues exceeding your total expenditures. Please leave a brief note in the budgeting system to this effect so that your budget analyst understands your intent, and that it’s not in error.
  + Budget for a cash draw: If your business plan calls for a draw on existing cash balances to fund one-time expenses or support general operations for a short period of time, you can budget the cash draw on account R70002 – Prior Year Carried Forward.
  + Add new accounts.
  + Adjust the budgets by account.
* You can’t…
  + Budget revenues high, knowing this is inconsistent with your realistic collections or your business plan.

**When Budgeting for Cash Transfers Between RU Funds**

* You must…
  + Cash transfers between RU funds must be balanced, meaning the transfer-out of one fund exactly matches to the transfer-in from another fund. If you are transferring or receiving RU funds from another college/department, you must coordinate with them to ensure that you are both budgeting for the exact same amount. The Governor’s Budget Office and Legislative Research, who we submit our budget to, expects these to balance without fail.
    - Common accounts used for fund transfers include:
      * Revenue for the fund receiving the transfer: R80236: Transfer From Other Funds
      * Expense for the fund transferring the funding: 7340: Intra-Agency Transfer

*(there are additional accounts used in specific situations, particularly within Research)*

**How Do I know When I’m Done?**

* Your budget is consistent with your business plan for the next fiscal year based on your financial means to achieve your strategies and overarching goals.
* For RU funding, the bottom of the “Revenue and Expenses” form shows that revenues and expenditures by fund are balanced *(exception of intentionally planning to increase your cash balance as previously mentioned or workstudy as referenced below).* 
  + You can also use the “Simple Budget Summary” report *(or other reports)*. Select the appropriate org. *(or division/college/department selections if you have access to all orgs. within your division/college/department)* and then select “Restricted Use (RU)” in the fund section.
* For GU funding, the “General Use (GU) Base Targets” form shows that your “Total Request” is equal to your Base Budget Target *(target input)*. This is relevant only to those who have access to see all orgs. within a division/college/department. If you do not have such access, you would coordinate with your leadership to ensure that your budget entry is consistent with their guidance.

**Budget Actions that Frequently Cause Confusion**

* As positions are filled or other compensation changes occur, these actions change your total budget request. If you finish your budget request early before the deadline, have vacant positions filled later, it is likely that your RU fund will no longer be balanced (resources = expenditures), or for GU funded budgets you may no longer match to your GU target. Even if finished, you should use the reports available in the system to ensure you still meet these expectations as the final days of the process approach.
* Faculty of Distinction (FOD) Funding – generally speaking, faculty members should be GU budgeted, with the FOD position funding re-assignments occurring after the budget is adopted. This is for two key reasons: 1) creates GU discretionary funding for the college, 2) actual funding allocations can fluctuate significantly from one year to the next and aren’t known until the fiscal year starts. Because of past budget cuts, there are a small number of positions that have been migrated to foundation funding permanently. FOD funding is received from two sources:
  + Foundation - often deposited in a fund starting with a “D”. Expenses from these funds must be used in alignment with the donor’s guidance. If questions, please reach out to the Foundation.
  + State of Kansas - a state match that is a smaller contribution than the Foundation, with the funding levels dependent on state investment returns from the previous fiscal year. These funds are often deposited in a fund starting with a “R” and can be used in support of the faculty member, OOE support, or staff supporting the faculty member. Because the revenue is dependent on investment returns, the funding can have significant fluctuations between fiscal years.
* Workstudy budgets for student employment assistance (fund R40041) have already been entered for you based on the funding distributions developed by the Office of Financial Aid, Financial Operations, and Career Development. The R40041 fund is unique in that it will not balance by org. due to the revenue being deposited in a single org. only.
* Budget and Review Officers are responsible for the development of the budgets they are assigned to. The University Budget Office does not complete budget requests on behalf of Budget and Review Officers.

**WSU Budget Facts**

* There are over 2,500 individual budgets comprising the university’s annual budget.
* Over 600 individual faculty and staff are designated with Budget and Review Officer responsibilities, with direct financial management duties at the university.
* The university’s financial structure includes almost 1,000 individual revenue and expense accounts.
* The budget has grown from $299.9M and 2,017.05 benefits eligible FTEs in FY 2015 to $606.3M and 2,523.53 benefits eligible FTEs in FY 2023.
* In FY 2015 the GU budget (State General Fund and tuition) comprised 52% of the budget, while in the FY 2022 budget it was 31%. The change is the culmination of growth in research and State General Fund (SGF) budget cuts

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*“A budget takes the fun out of money.” Mason Cooley*

*“Budget: A mathematical confirmation of your suspicions.” AA Latimer*

*“If you don’t know where you are going, you might wind up someplace else.” Yogi Berra*