

August 11, 2015

MEMORANDUM

TO: Division Budget Managers

FROM: Clinton G. Moffitt *CMM*
Interim Chief Financial Officer

SUBJECT: 2015-16 General Fund Budget Allocation Instructions

The 2015-16 Level-A Final Budget Allocations are provided in this Budget Binder. Your budgets must be returned to the Office of Budget and Resource Planning (Budget Office) by **September 8, 2015**.

Once completed as requested below, please be sure to review all of your respective department's input to make sure it balances to your Level-A Allocation.

A. Instructions for Personal Services Budgets (Phase II):

- STEP 1.** Run the 2015 Budget/Expenditure Report for the division(s) you are submitting original budgets.
- STEP 2.** Save the resulting report using the "Save as" option to your local hard drive, with the file name of "2015 Phase II".
- STEP 3.** Using the saved report from Step 2, allocate your budget to the desired level, Appointment, Position (vacancies only), or Pool using the Original Budget column, (all other columns should be deleted).

Projected salaries on the 2015 Budget/Expenditure Report will include the 2% GSI for some of the employees. Not all bargaining units have ratified and therefore not all employees have received the GSI at this time.

For the most accurate projections without the 2% increase included, run the 2014 Budget/Expenditure Report.

- ❖ Please remember by using the 2014 Budget/Expenditure Report, "New" employees hired on or after July 1, 2015 will **NOT** show on this report and will need to be added by inserting a row in the appropriate department.
- ❖ The 2015-16 Budget Allocation does NOT include the augmentation for the 2% salary increase. This distribution will come at later date this fiscal year.

All chartfield strings must be sub-totaled. For example 90000-xxxxx-00000-601931 would have a subtotal, as would 90000-xxxxx-12501-601931. Rows will need to be inserted as needed for these subtotals. Add a formula in the Total line of the Original Budget column that adds together all the sub-totals from the above entries.

PLEASE NOTE:

ALL BUDGET ENTRIES FOR SALARIES NEED TO BE FORMATTED AS FOLLOWS: \$ XX,XXX.00.

ONLY WHOLE DOLLAR ENTRIES WILL BE ALLOWED – ALL DIGITS FOLLOWING THE DECIMAL HAVE TO BE ZERO AND THEY HAVE TO BE DISPLAYED ON THE FINAL SUBMISSION.

When done, save the report (with all columns after “Original Budget” deleted or hidden), print a copy, and continue to the next section.

If you have any questions, please contact Pam Lewis at 278-5295.

Instructions for Operations Budget (Phase II)

The Budget Office has established a template to enter and submit your financial budgets available at: <http://www.fresnostate.edu/adminserv/budget/about/forms.html>. Select the Initial Budget Form 15-16.xlsx and click it. This will bring up the budget entry form for initial budgets for 2015 on an Excel worksheet.

PLEASE NOTE: DO NOT ENTER DATA ONTO THE SUMMARY TAB.

This form should be saved on your hard drive so that it can be completed, reviewed and submitted.

- STEP 1. Department ID and Class** – Please create separate budget worksheets for each Department/Class combination. Using the budget template, complete the header information at the top with DeptID, and directly beneath enter the Department title. If a specific Class code is to be used, enter the Class code in the box provided otherwise leave it blank. Any classes that are used should be active in the system. If you are unsure if a class code is valid, please consult the Accounting Services website at <http://www.fresnostate.edu/adminserv/accountingservices/chartfields> to confirm.
- STEP 2. Budget Entries** - Below the heading information are the various accounts separated into two sections – Salaries and Operating Expenses. The most common accounts are listed to the left, along with a description. Budgets should be entered in column C. Remarks can be entered in column D for the department’s use. Budgets should be entered in whole dollars only (no decimal points, cents or zeros). A common mistake is to copy the prior year actual expenses into the new year’s budget with the decimal places (cents) included. Please remove the decimal places as these small amounts will cause you to be out of balance.
- STEP 3. Salaries and Wages** - The Salary and Wages budget **MUST** balance to the HR work sheets and be in whole dollars.

- STEP 4. Adding Accounts** - If an account is not shown, the user will need to insert a line and put in the applicable information – account code, description and budgeted amount. Please do not insert at the top or bottom of a section, as it may not be included in the totals formula. Consult the Accounting Services website to verify any added accounts.
<http://www.fresnostate.edu/adminserv/accountingservices/chartfields/index.html>
- STEP 5. Multiple Class Code Combinations** – Again, a new form should be used for each Department/Class code combination within a department.
- STEP 6. Check Balances** - Once all the budget data is entered on the sheets, please perform a final review making sure budgets balance. Add up all Department/Class code worksheets to confirm they match your total departmental budget. (Optionally, the user can create a summary worksheet with all the totals carried forward – if the user elects to do so, please label the tab “PROOF”).

Submitting Reports to the Budget Office

- STEP 1.** Recheck the totals of the reports generated in A and B (including Classes if used) above to make sure that they equal your **TOTAL** departmental allocation.
- STEP 2.** For areas with more than one department, it is recommended that you use a copy of a Roll-up or Division report to sum all your departments. Please call Lisa Chavez at 278-5293 or Jean Aguayo at 278-7224 for help in this area.
- STEP 3.** Once the reports are completed and checked, they may be electronically sent to Pam Lewis at paml@csufresno.edu. We request that you also send hard copies of the reports to the Budget Office (MS #ML 52) by the **September 8, 2015 deadline**. You are welcome to hide the rows that are blank before printing.

If you have any questions, please feel free to contact the Office of Budget and Resource Planning at 278.5295.