

To: Account Managers
From: Gordon Thyberg
Director of Budgeting
Subject: Fiscal Year 2010 Budgets

This memo is for account managers having accounts in the University's operating budget as well as those having restricted and agency accounts.

- Gifts, grants, and contracts are not including in the University's operating budget because of their uncertain and restricted nature.
- Additional budget information as well as any updates to calendar actions can be found on the Budget Office Webpage by clicking [here](#).

Please share this memo with those who assist you in managing your budgets.

Background Information

- The operating budget consists of Method of Finance accounts (funded by appropriations, tuition, and interest) as well as those accounts funded by fees and income generated by sales & services.
- Method of Finance is Texas State's name for its core fund group. It includes most State or Educational & General (E&G) accounts as well as the Designated Method fund 20000110XX.

Fiscal Year 2010 Operating Budget

The Fiscal Year 2010 Operating Budget for accounts in Educational & General, Designated, and Auxiliary funds has been uploaded into SAP. The budget is still subject to approval by the Texas State University System Board of Regents on August 21, 2009. Any changes made by the Board of Regents will be done by budget change.

Account managers and their authorized designees can review their budgets now using the Budget to Actual program (ZBUDACT).

- Fiscal year 2010 budget changes can be initiated at this time.
- Please refer to the FY 2009 Year-end Deadlines memo sent to account managers by the Associate Vice President for Financial Services on June 25, 2009.
 - FY 2010 purchase requisitions and travel applications can be initiated beginning Monday, August 24, 2008.
 - FY 2010 COOL orders for office supplies can be processed beginning August 24, 2009.

Budget by Position

In order to assist departments in tracking their salary commitments by position, position numbers (vacant and filled) are referenced in the operating budget for the following commitment items:

- 670080 – Faculty Salaries
- 670081 – Graduate Student Salaries
- 670084 – Faculty Salaries-Adjunct
- 670100 – Staff Salaries

A personnel change that affects one of the budgetary commitment items above for a position requires a complementary budget change (a FMBB transaction). The position number must be included in the line item text for the relevant commitment items.

In order to compare annual salaries with the budget by position, use the BEx Analyzer query HR/FM Salary Budget Comparison. This query may be used after the cost distribution for persons and positions are changed to reflect the new fiscal year—on or about August 27.

Hourly workers, student or otherwise, are not budgeted by position.

Significant Budget Changes Pending

1. Budget changes reflecting salary review will be processed on or about August 20.
2. Budget changes increasing the wage budgets for Method of Finance accounts to over hours paid below the new minimum wage of \$7.25 will be made on or about August 18. The increase will be based on hours worked in fiscal year 2006 paid below the new minimum.
3. The budgets for graduate teaching, instructional, and research assistants will be increased 3% on or about August 18.
4. Faculty travel budgets will be put into Designated Method departmental accounts on or about August 18.
5. The departmental operating expenditures (DOE) formula for academic departments will be updated for enrollment changes and FTE changes. Budget changes based on that formula will be processed on or about October 15, and may include reductions due to formula

Salary Encumbrances for FY 2010

The program that will create salary and fringe encumbrances for FY 2010 is scheduled to be run on Friday, September 4. Please review your Budget to Actual after that date to ensure that your budgets and encumbrances are correct. Remember that the program only encumbers salary for employees paid on the monthly payroll.

Restricted and Agency Accounts

Managers of restricted and agency accounts should use the new multi-year layout (00MULTIYR) in the in the Budget to Actual program for those multi-year accounts. Although the budget won't be carried forward until about September 10, SAP will continue to automatically check all funds available when purchase requisitions and travel applications are processed. When unexpended budgets are carried forward, it will be invisible to users of the multi-year layout.

You can get to our instructions on using the multi-year layout on the Budget to Actual report at <http://www.fss.txstate.edu/budget/training/training-docs.html>.

New Fund for Indirect Cost Recovered Accounts

All accounts for recovered indirect cost will be moved to a new multi-year fund (2000011000). Ninety percent of the available budgets for Indirect Cost Recovered accounts will be carried forward to the new multi-year fund on August 21, 2009. This will allow managers of those accounts to begin FY 2010 operations on August 24.

Carry-Forwards for E&G, Designated, and Auxiliary Accounts

The non-personnel budgets for E&G and Designated Method of Finance program accounts will be carried forward on or about October 16, 2009.

The budgets for accounts in other funds are not typically carried forward. Instead, unexpended revenues collapse to available reserves. Fund managers and their designees will be able to see their available reserves in funds center 1040999999 via the Budget to Actual program (ZBUDACT) on or about October 16, 2009. Fund managers can draw on their available reserves by requesting that the Budget Office process a budget supplement, specifying amount and reason.

For further assistance, call the Budget Office at 5-2376 or e-mail us at Budget@txstate.edu.