



FY 2008 Budget Workshop

July 12 & 18 , 2007

Finance and Administration, Valdosta State University

Opening Statement

1. Fiscal Year 2007 was a success. Thank you!
2. Thank you for being here today.
3. Our time goal is 45 to 50 minutes, then questions.
4. You should already have your new budgets.
5. We need your help:
 - a. in creating a system easy to understand and use
 - b. in partnering with us to be good stewards of scarce resources
 - c. by actively participating to make this system yours, not just ours
6. Good stewardship is directly linked to strategic planning and the success of our planning initiative system.
7. Today's Presenters are Ms. Traycee Martin, Ms. Jan Fackler, Ms. Antolina Pilgrim, and Dr. Denise Bogart.

Agenda

- Introduction: Jim Black
- Fiscal Year 2008 Budget Changes
- Role and Importance of Budget Managers
- Travel Policy and Procedure Changes
- Human Resource Management Self Service
- Minimum Wage Increase
- PeopleSoft Changes in Fiscal Year 2008
- Useful Websites

Accountability



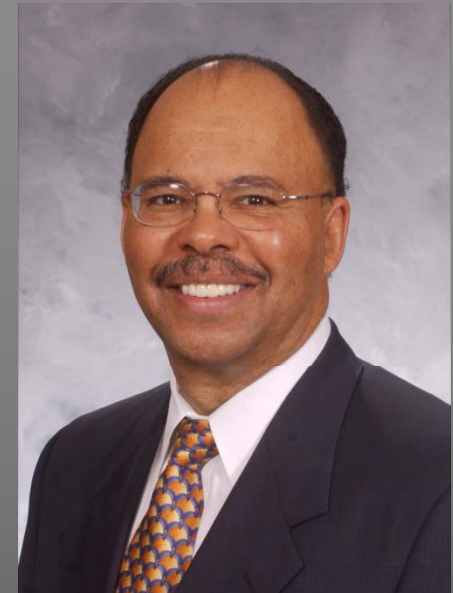
Finance and Administration, Valdosta State University

New Era of Responsibility

The Governor, the Board of Regents, and the Chancellor have implemented

1. new methods for financial reporting, and
2. new budgeting procedures focusing on increased efficiency and productivity

Stewardship of the University's financial resources is the responsibility of all employees.



Chancellor Erroll B. Davis Jr.

Stewardship Goal

- Spending funds evenly throughout the year or being able to demonstrate necessity of spending otherwise
- The March 31 spending deadline allowed maximum use of our Strategic Planning Program; every one-time initiative was reviewed for funding.
- Your comments and suggestions about this process provide opportunity for us to improve it! Please communicate them!

Fiscal Year 2008 Budget Changes



Finance and Administration, Valdosta State University

“Old” Fund 10000
Educational and General Funds



“New”
Fund 10000
State Appropriations



“New”
Fund 10500
Tuition



“New”
Fund 10600
Other Miscellaneous
Revenues

FUND 10000

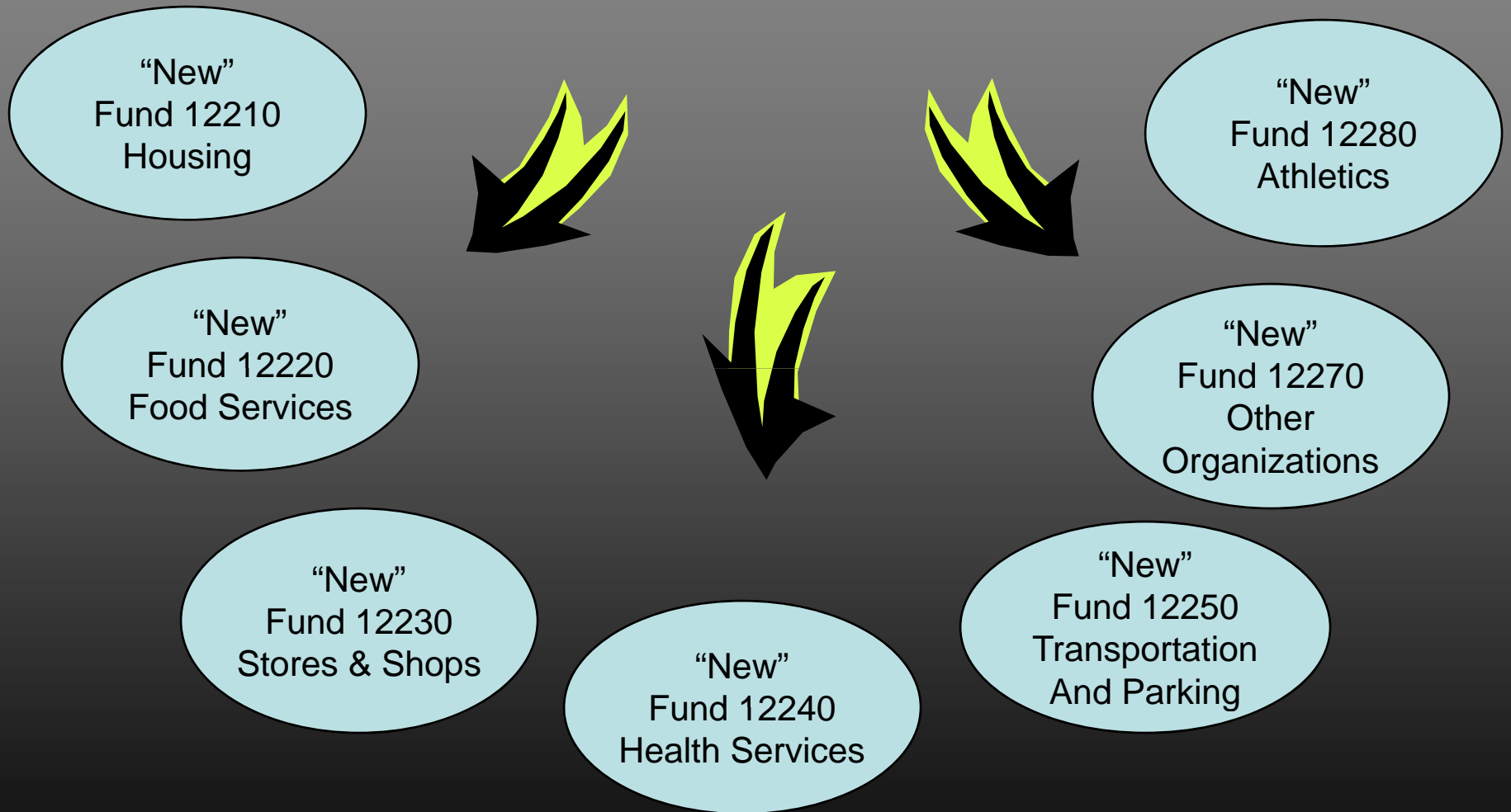
- Fund 10000 is now split into three funds: State Appropriations, Tuition and other general funds.
- All are lapsable; they return to the state June 30th.
- Why was this done? Accountability! We now have to say what source of funds is "paying" for an expense.

What does this mean?

- Despite our best efforts, some Budget Managers will have more than one “budget” to manage – the number of budgets depends upon the “source of funds” supporting those expenses.
- The good news: The department code remains the same no matter which fund – only the fund code changes depending on the expenditure being supported. (The fund code is the FIRST FIVE DIGITS in the chart string.)

Category	# of Digits	Description
Fund	5 digits	Refers to Fund type (i.e. 10000 is Education & General while 12000 is Auxiliary Enterprises)
Program	5 digits	Required to record an expense in all Funds but also required to record revenue in the Auxiliary Fund.
Class	5 digits	Describes the source of funding and is used in both revenue and expenditure transactions.
Department	10 digits (VSU currently uses 7 digits)	This is unique to each area/office on campus.
Project	15 digits (VSU currently uses 3 or 4 digits)	Used to identify sponsored projects/grants on campus.
Account	6 digits	Identifies a transaction for financial reporting purposes as a Balance Sheet, Revenue or Expense item.
Budget Period	4 digits	Refers to the current fiscal year.

“Old” Fund 12000
Auxiliary Operations and Athletics



FUND 12000

- Fund 12000 - notice that each operation will now have its own fund.
- Why? Accountability!

Your First Step in Successful Budget Management

Use the Department budget tracking spreadsheet!

DEPARTMENTAL EXPENSES - SUMMARY SPREADSHEET										
ONLY THE PALE BLUE CELLS NEED TO HAVE DATA ENTERED ON THIS PAGE - All other amounts are entered on the following tabs and are linked or will calculate										
BUDGETS				ACTUALS			ESTIMATES			
	Original Budget	Amendments	Amended Budget	Acot Code	Encumbrances	Expenditures	Budget Remaining	Estimated Exp/ Outstanding Items	Estimated Available	
PERSONAL SERVICES										
10	Graduate Assistants	\$ -	\$ -	\$ -	523100	\$ -	\$ -	\$ -	\$ -	\$ -
11	Student Assistants	\$ -	\$ -	\$ -	524100	\$ -	\$ -	\$ -	\$ -	\$ -
12	Casual Labor, Temporary	\$ -	\$ -	\$ -	525130/150	\$ -	\$ -	\$ -	\$ -	\$ -
13	Personal Services Total	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -
TRAVEL										
16	Travel except mileage	\$ -	\$ -	\$ -	640110	\$ -	\$ -	\$ -	\$ -	\$ -
17	Mileage	\$ -	\$ -	\$ -	640120	\$ -	\$ -	\$ -	\$ -	\$ -
18	Travel Totals	\$ -	\$ -	\$ -	600000	\$ -	\$ -	\$ -	\$ -	\$ -
OPERATING										
21	Motor Vehicle Expense	\$ -	\$ -	\$ -	712100	\$ -	\$ -	\$ -	\$ -	\$ -
22	Supplies and Materials	\$ -	\$ -	\$ -	714100	\$ -	\$ -	\$ -	\$ -	\$ -
23	Postage	\$ -	\$ -	\$ -	714120	\$ -	\$ -	\$ -	\$ -	\$ -
24	Repairs & Maintenance	\$ -	\$ -	\$ -	715100	\$ -	\$ -	\$ -	\$ -	\$ -
25	Rents Other Than Real Estate	\$ -	\$ -	\$ -	719100	\$ -	\$ -	\$ -	\$ -	\$ -
26	Other Opg - Memberships	\$ -	\$ -	\$ -	727130	\$ -	\$ -	\$ -	\$ -	\$ -
27	Other Opg - Registration	\$ -	\$ -	\$ -	727135	\$ -	\$ -	\$ -	\$ -	\$ -
28	Other Opg - Advertising	\$ -	\$ -	\$ -	727150	\$ -	\$ -	\$ -	\$ -	\$ -
29	Other Opg - Other Expense	\$ -	\$ -	\$ -	727160	\$ -	\$ -	\$ -	\$ -	\$ -
30	Software	\$ -	\$ -	\$ -	733100	\$ -	\$ -	\$ -	\$ -	\$ -
31	Publications & Printing	\$ -	\$ -	\$ -	742100	\$ -	\$ -	\$ -	\$ -	\$ -
32	Equipment - Small Value	\$ -	\$ -	\$ -	743200	\$ -	\$ -	\$ -	\$ -	\$ -
33	Per Diem & Consultants	\$ -	\$ -	\$ -	751103	\$ -	\$ -	\$ -	\$ -	\$ -
34	Reimbursable Expense	\$ -	\$ -	\$ -	752100	\$ -	\$ -	\$ -	\$ -	\$ -
35	Telecomm - Local	\$ -	\$ -	\$ -	771100	\$ -	\$ -	\$ -	\$ -	\$ -
36	Telecomm - Long Distance	\$ -	\$ -	\$ -	771200	\$ -	\$ -	\$ -	\$ -	\$ -
37	Operating Totals	\$ -	\$ -	\$ -	700000	\$ -	\$ -	\$ -	\$ -	\$ -
EQUIPMENT (no tab yet)										
40	Leases, capitalized	\$ -	\$ -	\$ -	818X00	\$ -	\$ -	\$ -	\$ -	\$ -

http://www.valdosta.edu/finadmin/financial/documents/DeptSpreadsheet_General.xls

Departmental Managers: Stewards of Record

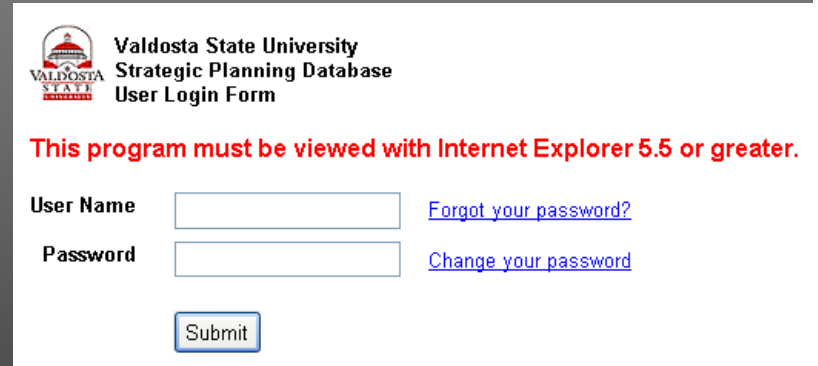
All Vice Presidents and Cabinet members must confirm the appointment of each department budget manager within their divisions annually.

Budget Services will then communicate to budget managers their responsibilities. This communication must be acknowledged either by memorandum or email.

Responsibilities of Departmental Budget Managers

The RESPONSIBILITIES of Departmental Budget Managers include but are not limited to:

- Timely Submission of Goals and Action plans for their departments, following the University's current Strategic Planning and Budgeting process.
- Regular budget review with timely amendments as needed
- Effective and timely use of budget allocations consistent with the University's Strategic Goals which include not exceeding the established allocation.



The screenshot shows a login interface for the Valdosta State University Strategic Planning Database. It includes the university's logo, a title, a browser requirement warning, input fields for 'User Name' and 'Password', and a 'Submit' button. There are also links for 'Forgot your password?' and 'Change your password'.

Valdosta State University
Strategic Planning Database
User Login Form

This program must be viewed with Internet Explorer 5.5 or greater.

User Name [Forgot your password?](#)

Password [Change your password](#)

Policy and Procedure Changes

The following new or existing policies were communicated on July 5th. We ask that you please share them with each employee in your area.

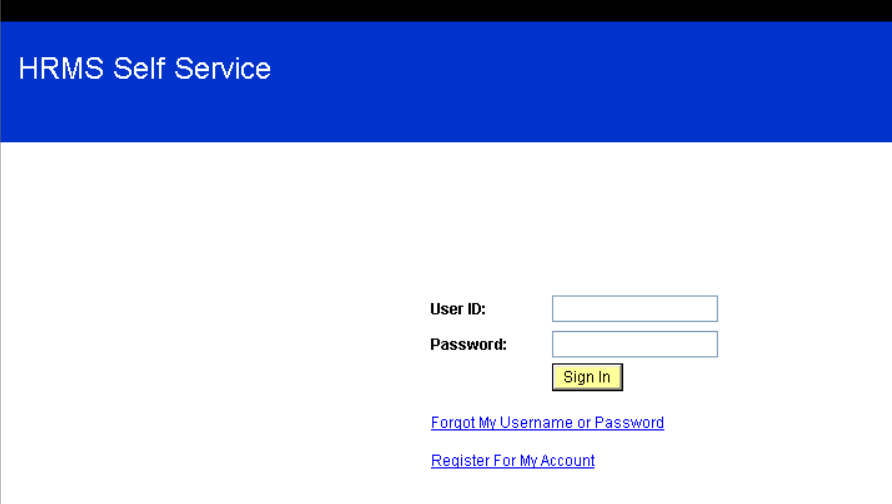
- ***Refinement*** Group Meals and Travel Reimbursement
- ***New*** Policy on Commuting Miles
- ***New *** Candidate Travel Policy
- ***New *** Accounts for Mileage
- ***Refinement*** Reimbursable Expense (Account 752100)
- ***Refinement *** Travel expense submission within 60 days of the trip

Self Service and Minimum Wage



Self Service

Employee Self Service allows individual employees to personally access and update personal data such as **addresses, benefits information, or tax documents.**



The screenshot shows a web page titled "HRMS Self Service" in a blue header. Below the header, there is a login form with two input fields: "User ID:" and "Password:". A yellow "Sign In" button is positioned below the password field. At the bottom of the form, there are two blue links: "Forgot My Username or Password" and "Register For My Account".

Please encourage all employees to use this service.

http://www.valdosta.edu/finadmin/human_resources/SelfService.shtml

Minimum Wage



- Increases from \$5.15 to \$5.85 per hour on July 24, 2007
- Funding of student assistant increases must come from current departmental resources

PeopleSoft Changes in Fiscal Year 2008

- The University System will convert its financial services to a new version of PeopleSoft in April 2008.
- This version includes an online travel expense statement which allows the traveler to track the status of the travel request at every level of approval.

Websites

- <http://www.valdosta.edu/finadmin/financial/facstaff.shtml>
- http://www.valdosta.edu/finadmin/human_resources/SelfService.shtml
- <http://stratplan.valdosta.edu/spv3/login.aspx>