

UConn

**FISCAL INSTITUTE FOR
TRAINING (FIT)**

OFFICE OF BUDGET, PLANNING AND INSTITUTIONAL RESEARCH



AGENDA

- Office of Budget, Planning and Institutional Research
- Part I: University Budget Overview
 - Major Revenue Challenges
 - Major Expenditure Challenges
 - Capital Budget
- Part II: University Budget – How you help us
 - Terminology and Fund Sources
 - Timeline
 - Objectives of Budgeting Activities
 - Rules of the Road
- Part III: University Budget – How we can help you
 - Reporting guided by FAQ

UConn

Office of
Budget, Planning and
Institutional Research

Who we are:



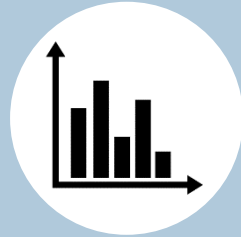
Mission: Produce, maintain, analyze, and forecast accurate, impartial, and comprehensive information about the University's financial past, present, and future.



Develop annual operating and capital budgets



Maintain long-range financial planning models



Respond to State and University leadership requests for institutional data



Provide financial management and budget training



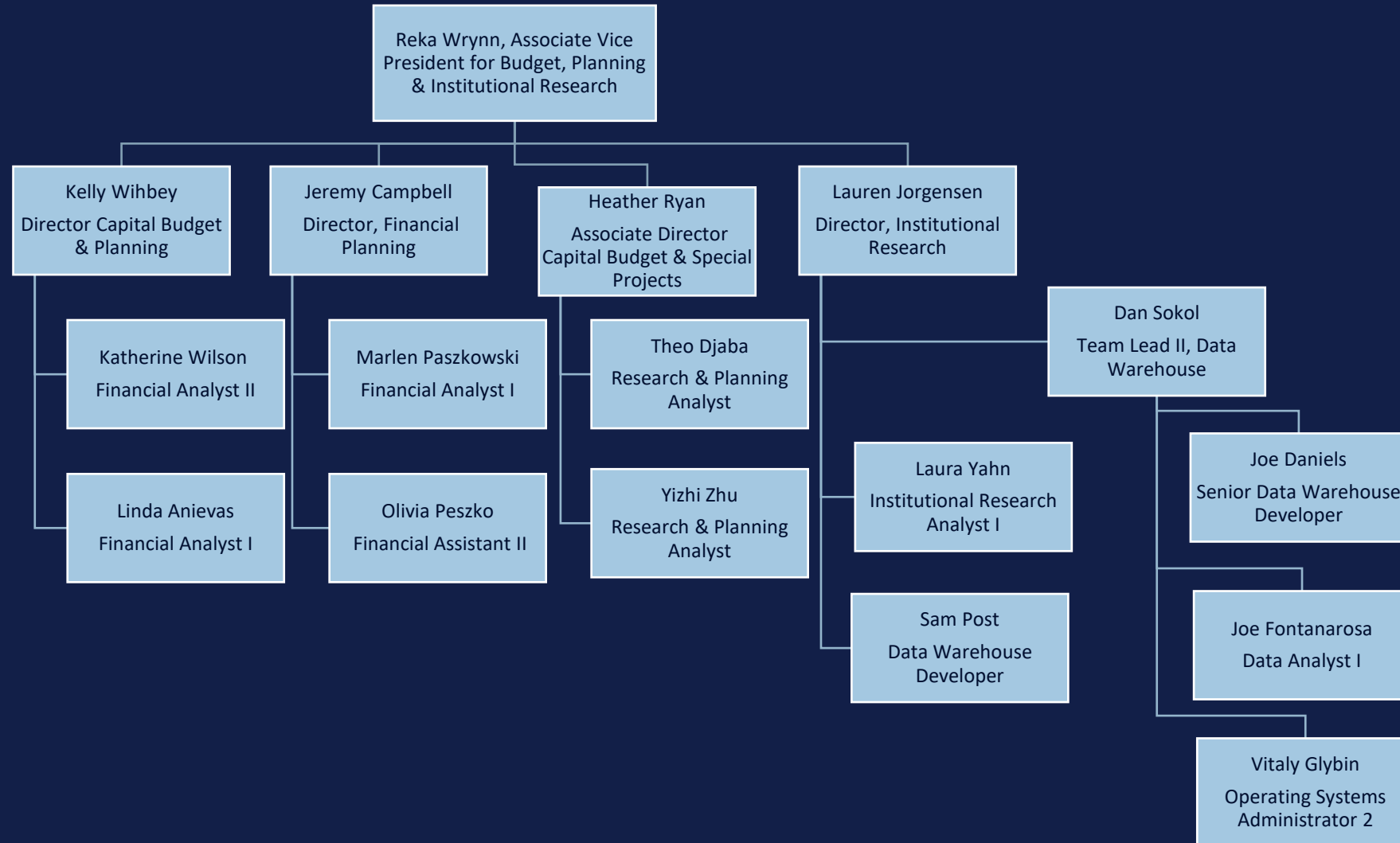
Perform budget analyses with University financial officers



Enforce policy decisions regarding use of funds

Responsibilities

ORGANIZATIONAL CHART

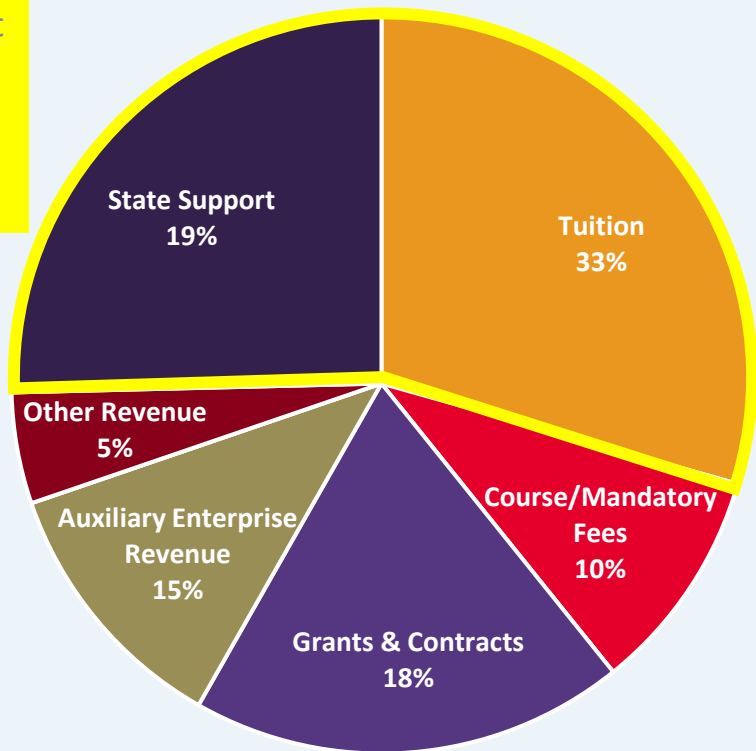


PART I
UNIVERSITY BUDGET

UConn FY24 Budget

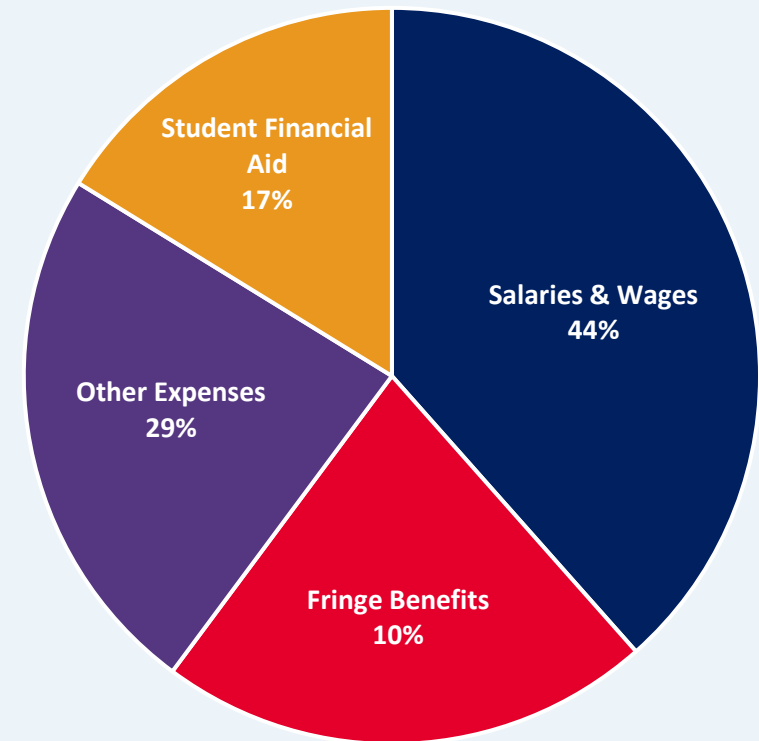
Revenue Budget: \$1,570.7M

State Support and Tuition account for 52% of all revenues



Other Revenue (5%) includes: Foundation income and revenue from sales and services.

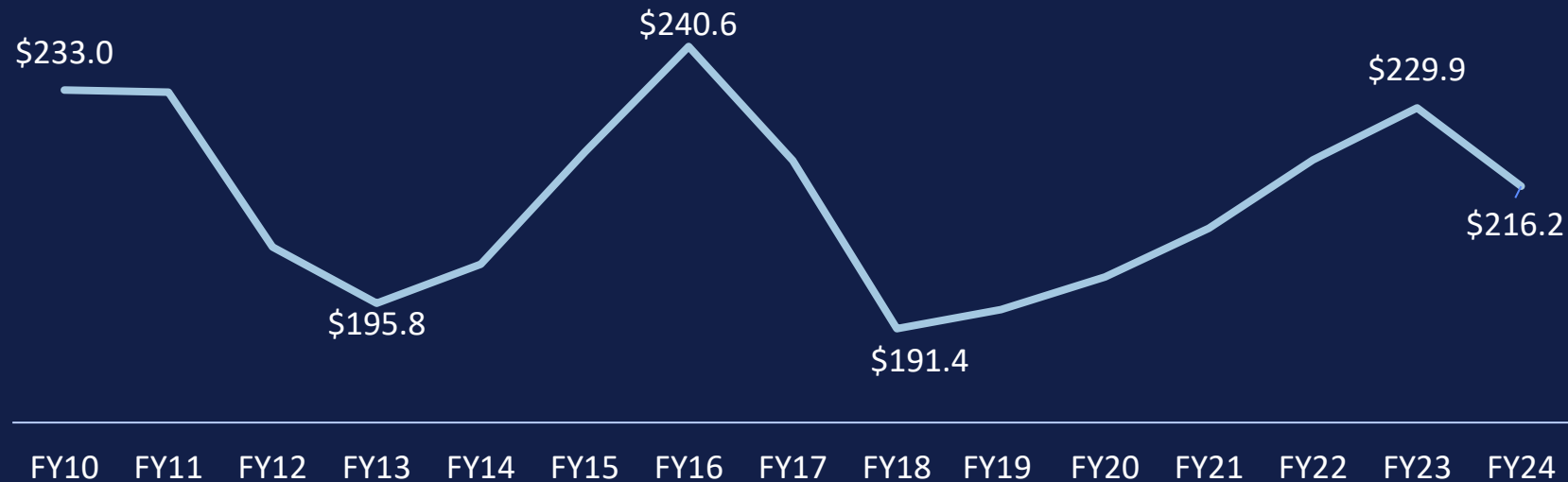
Expenditure Budget: \$1,586.8M



Other Expenses (29%) includes: Dining food & contractual services, Energy, Equipment, Lab and IT supplies, Facilities maintenance contracts, Debt Service

STATE APPROPRIATION

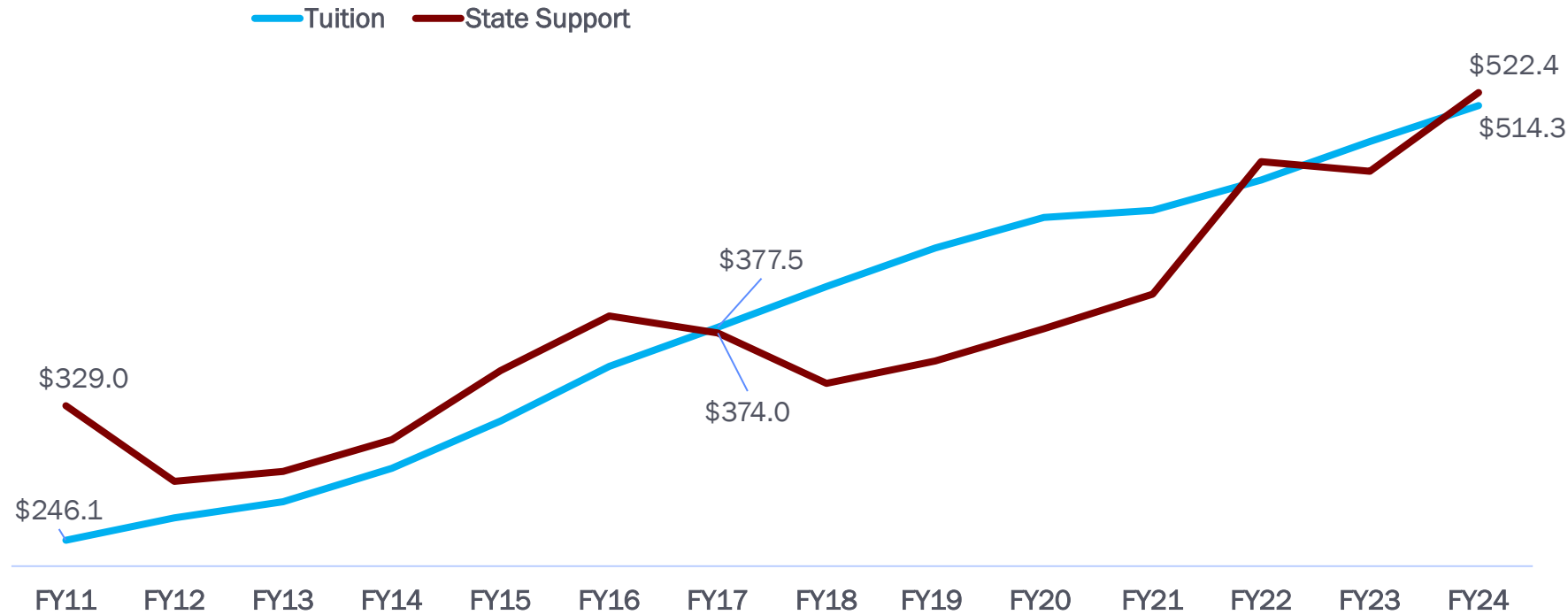
- The FY24 State Appropriation (block grant) is only used for salaries of faculty and staff and covers ~31% of our total salary costs.
- It was cut significantly since FY16 but has been increasing recently due to funds added for collective bargaining increases.



State Salary Support	FY23	FY24	FY25
Block grant	\$229.9	\$216.2	\$219.6
Temp One-time Support	\$63.9	\$82.2	\$31.1
Total Appropriation	\$293.8	\$298.4	\$250.7

TUITION REPLACES LOST STATE SUPPORT

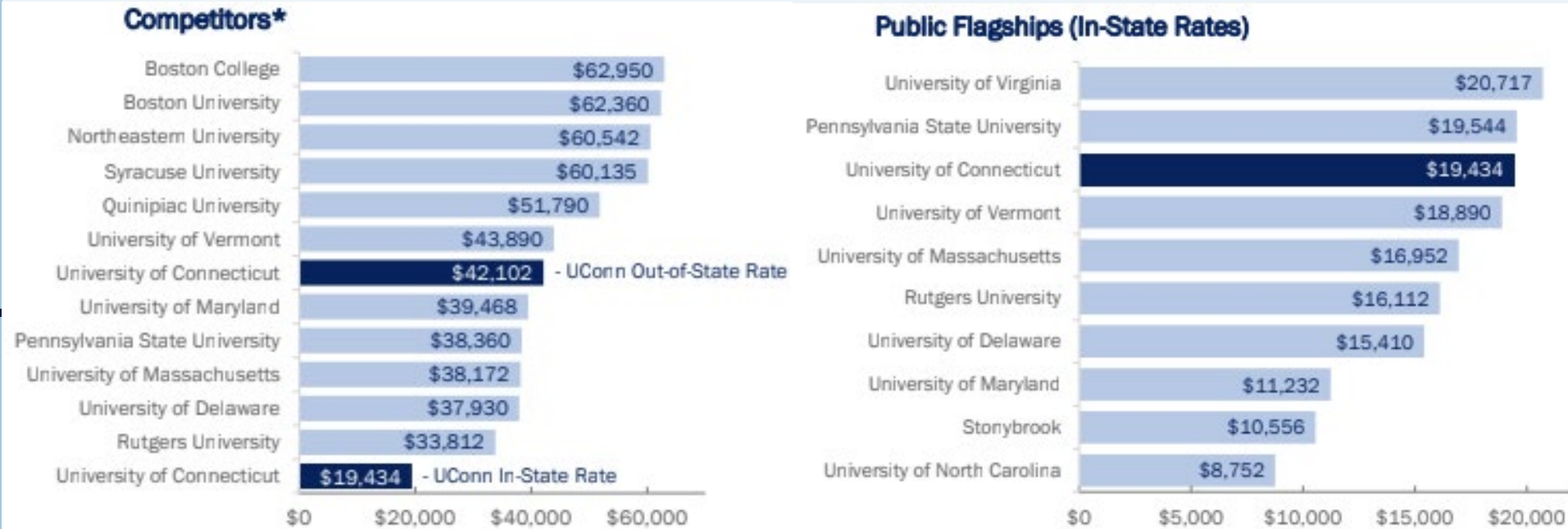
- Tuition rates have increased at an average of 6.1% per year for in-state students over the last 10 years. In the same time period, tuition rates have increased at an average of 4.6% per year for out-of-state students. As State support declines, UConn must rely more on tuition revenue



TUITION AND FEES VS. COMPETITORS

For CT residents, UConn offers the best value compared to leaving the State to attend a peer institution.

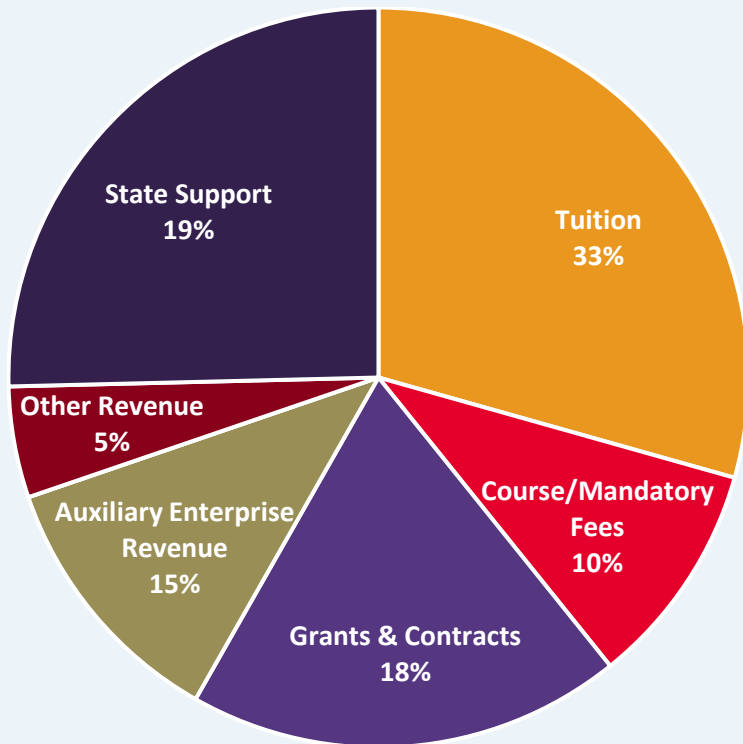
In-State tuition and fees are competitive with peer public flagship institutions.



*Competitors include those institutions which share the most cross-admits with UConn.

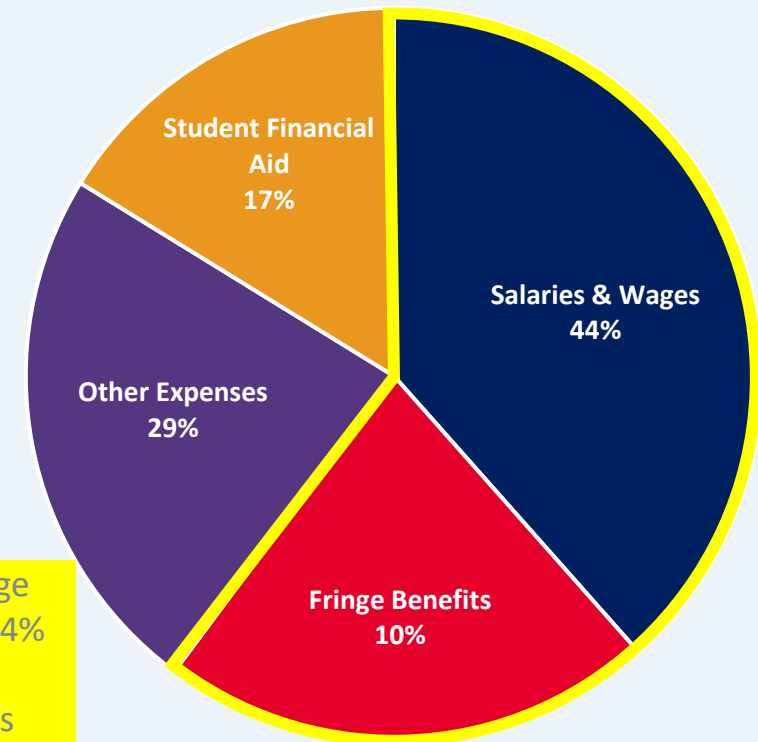
UConn FY24 Budget

Revenue Budget: \$1,570.7M



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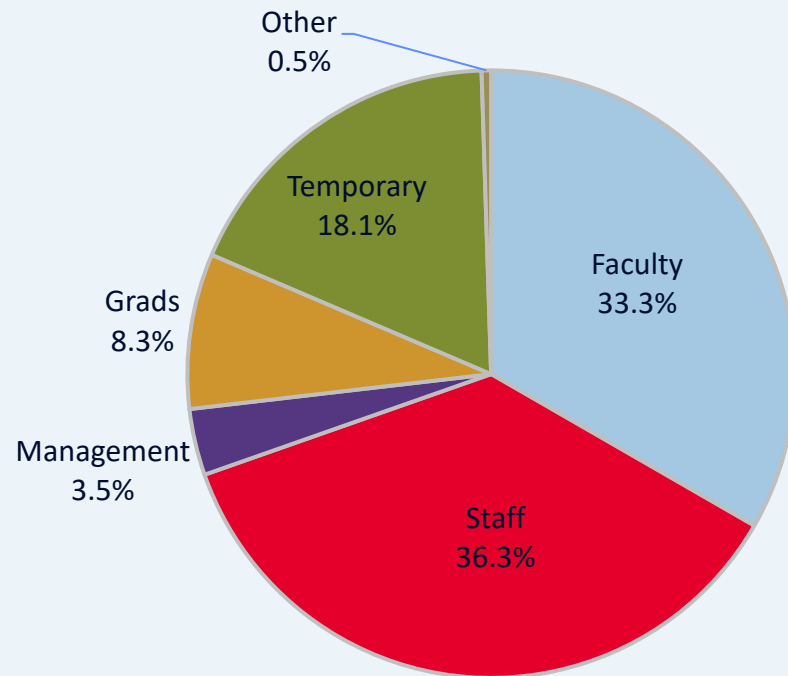


Salary & Fringe accounts for 54% of all expenditures

Other Expenses (29%) includes: Dining food & contractual services, Energy, Equipment, Lab and IT supplies, Facilities maintenance contracts, Debt Service

FY24 SALARY EXPENSES

Percent of Total Salary and Fringe by Employee Type



Temporary: includes undergraduate students, adjuncts, overtime, longevity, vacation payouts and other professional temporary support

Other: includes financial statement adjustments

Salaries & Wages: \$692M

+ Fringe Benefits: \$158M

Total: \$850M

FRINGE BENEFIT RATES



Fringe benefits are employee associated costs such as health insurance expenses, retirement plan expenses, taxes, etc.



A fringe benefit rate is a percentage that results from dividing the cost of an employee's fringe benefits by the wages paid to the employee.



The State Comptroller develops most fringe benefit component rates and the University is charged those rates for each employee.



Blended fringe rates are used for budget certainty and to prevent selection biases. Actual fringe rates vary depending on salaries and benefits selected.

FRINGE BENEFIT RATE EXAMPLE

Example 1: The same employee with different benefits selected

Selection 1:

SERS, Health Insurance for Family, Group Life Insurance

State Retirement (SERS)	65.90%
FICA SS	6.20%
FICA Medicare	1.45%
Unemployment Compensation	0.05%
Group Life Insurance*	~0.40%
Health Insurance*	~34.00%
Actual Fringe Rate	108.00%

Selection 2:

ARP, no Health Insurance, no Life Insurance

Alternate Retirement (ARP)	14.96%
FICA SS	6.20%
FICA Medicare	1.45%
Unemployment Compensation	0.05%
Group Life Insurance*	~0.00%
Health Insurance*	~0.00%
Actual Fringe Rate	23.11%

*Rates vary according to coverage selected

FRINGE BENEFIT RATE EXAMPLE

Example 2: Two different employees with the same benefits selected

Fringe Rate Component	Employee 1: \$40,000 Salary	Employee 2: \$120,000 Salary
SERS Retirement (65.90%)	\$26,360	\$79,080
Health Insurance (Based on election – <u>fixed cost</u>)	\$20,400	\$20,400
FICA SS (6.20%)	\$2,480	\$7,440
FICA Medicare (1.45%)	\$580	\$1,740
Unemployment Compensation (0.05%)	\$20	\$60
Group Life Insurance (Based on election – <u>fixed cost</u>)	\$150	\$150
Total Fringe Cost	\$49,990	\$108,870
Actual Fringe Rate	125%	91%

FRINGE – UNIVERSITY VS. SPONSORED PROGRAMS

The University has two main sets of blended fringe rates. University program rates apply to all personnel except those on Sponsored Research accounts (RSTSP subfund).

	Sponsored Programs	University Programs
Approval	Federal Government (HHS)	University Administration
Approval/Publication timeline	March-June	April-June
Guidelines for development	Federal Government (HHS)	Budget, Planning & Institutional Research

FRINGE – STATE SUPPORT

The State pays for a portion of the fringe costs and in FY24 they changed the methodology in how they do it.

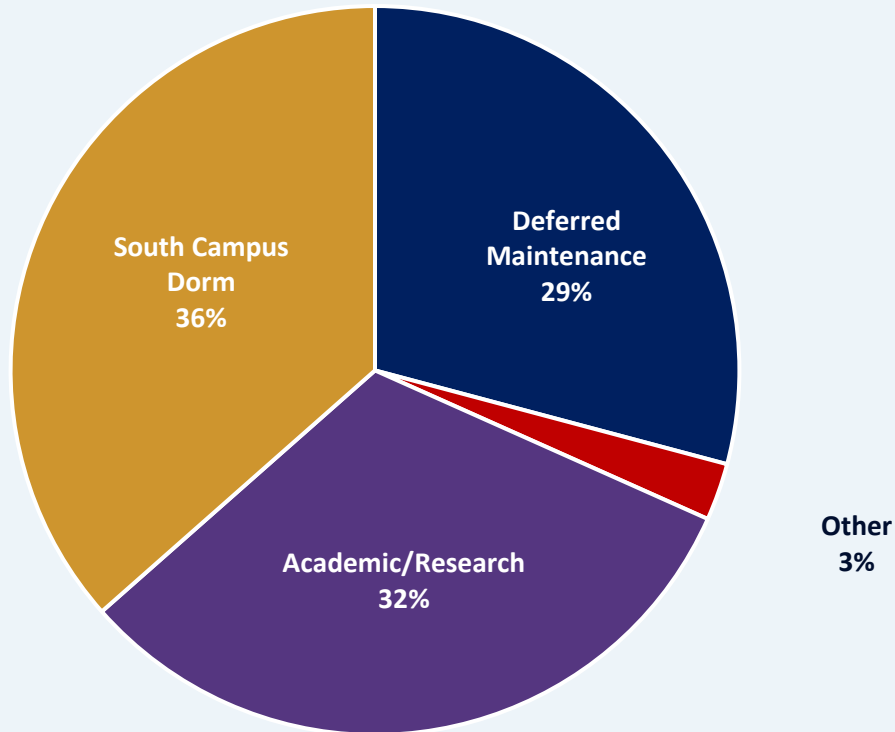
OLD Method		NEW Method	
<u>State:</u>	All fringe for some employees (paid for by state appropriation)	<u>State:</u>	Retirement fringe for all employees
<u>University:</u>	All fringe for some employees (paid for by other sources like tuition, fees, grants, etc)	<u>University:</u>	Non-retirement fringe for all employees (health insurance, FICA taxes, etc)

The initial impact is budget neutral.

Rates were lowered for grants in FY24 to help make faculty more competitive. Rates for non-grants are being reviewed.

FY24 CAPITAL BUDGET

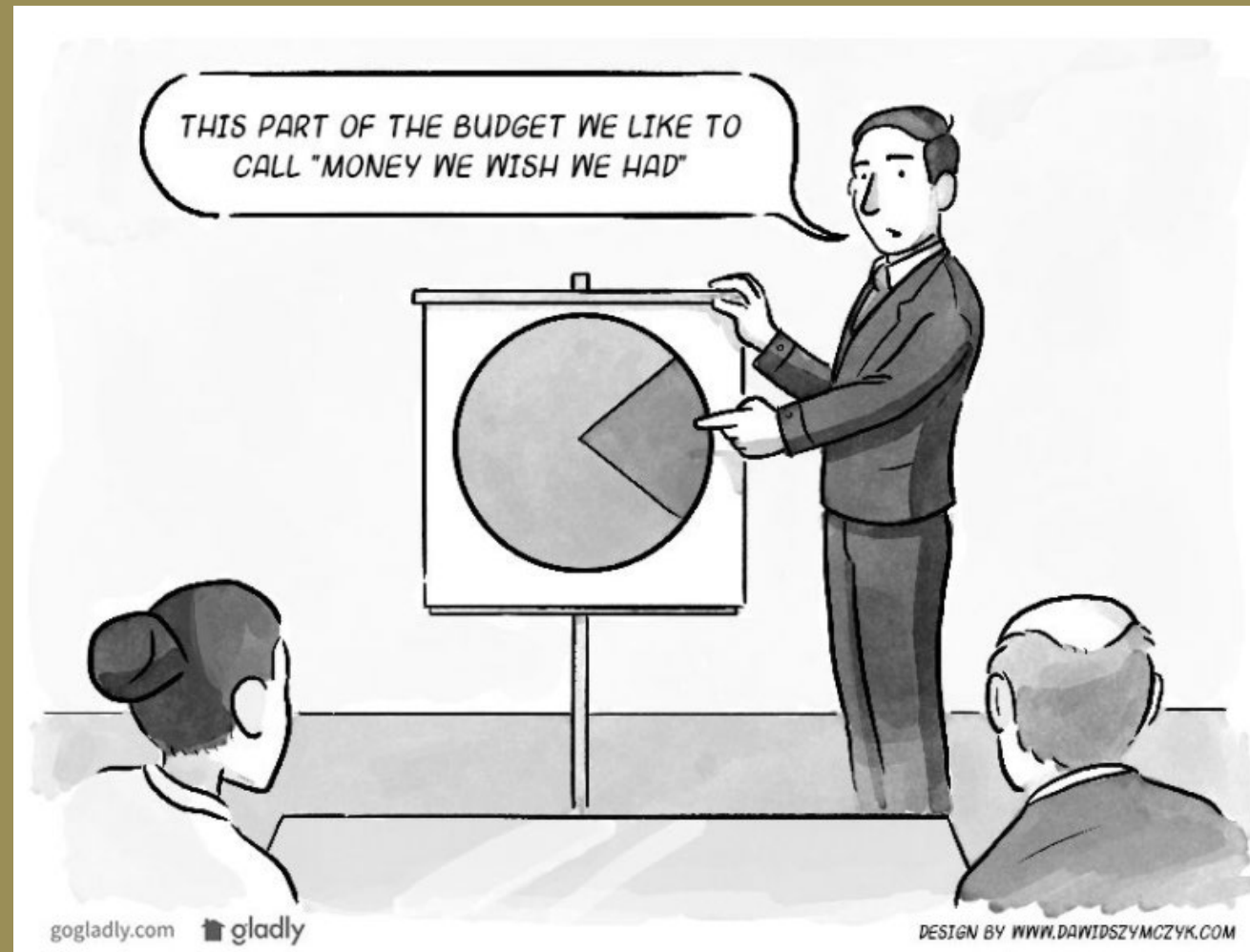
FY24 Total Capital Spend by Expense Type



- The UCONN 2000 capital program will continue the transformation of modernizing, rehabilitating and expanding the physical plant of the University
- UCONN 2000 State bonds have funded over \$3.5B of the University's capital budget from FY96-FY22

Capital Budget	FY24
Total (in millions)	\$315.0
UCONN 2000 Bond Funded %	27%
University/SO-GO Bond/Gift Funded %	73%

BREAK



PART II

University Budget: How you help us

TERMINOLOGY CONT.

2-Ledger Only:

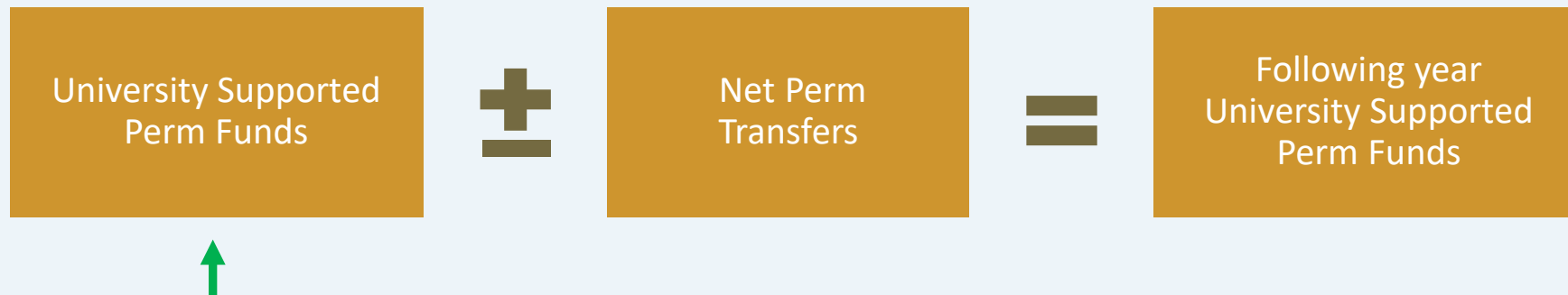
University Supported
Permanent Funds

Permanent Transfers

One-Time Transfers

University Supported Permanent Funds

Loaded into 2-Ledger accounts on July 1st in object codes 4100 (FY Permanent Budget) and 4101 (FY Fringe Rate Adjusted Perm Budget).



TERMINOLOGY CONT.

2-Ledger Only:

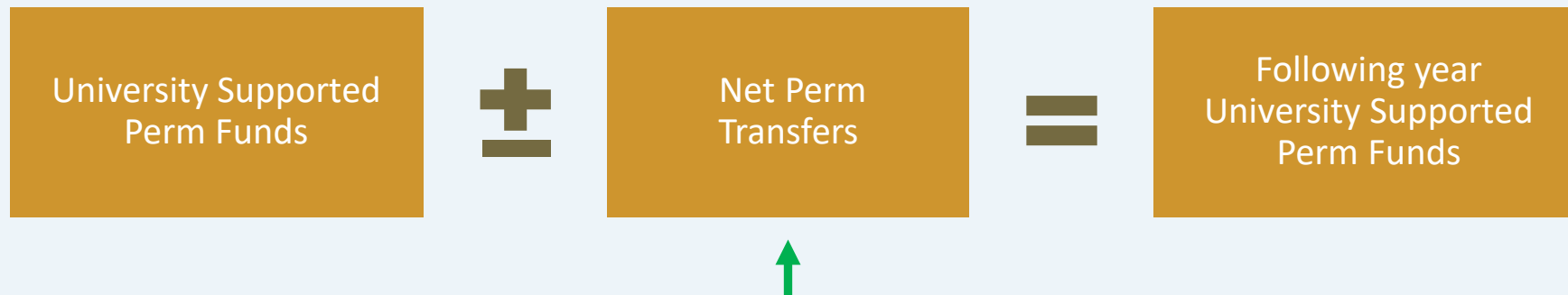
University Supported
Permanent Funds

Permanent Transfers

One-Time Transfers

Permanent Transfers

Transfers that will impact your current fiscal year available balances as well as your University Supported Permanent Funds for the following fiscal year.



TERMINOLOGY CONT.

2-Ledger Only:

University Supported
Permanent Funds

Permanent Transfers

One-Time Transfers

One-Time Transfers

Transfers that will impact your current fiscal year available balances only. These will not impact your University Supported Permanent Funds for the following fiscal year (*i.e. not in below equation*).



TERMINOLOGY CONT.

All Ledgers:

Prior Year Fund Balance	<u>Encumbrance</u>	<u>Object Code</u>	<u>Transfer</u>	<u>Budget Adjustment</u>
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Prior Year Fund Balance

The remaining balance from the prior fiscal year that rolls into the current fiscal year, loaded into object code 3000.

Note: For 2-Ledger accounts, a unit's total PY fund balance is typically capped at 2.5% of the annual funding amount. Any amount over this cap will be swept centrally. This cap was removed for the end of FY23.

TERMINOLOGY CONT.

All Ledgers:

Prior Year Fund Balance

Encumbrance

Object Code

Transfer

Budget Adjustment

Encumbrance

Funds that are reserved for a specific expense that has not yet occurred, but is very likely to occur, in order to help avoid overspending. For example: unpaid salary and fringe amounts, open purchase orders, etc.

TERMINOLOGY CONT.

All Ledgers:

Prior Year Fund Balance

Encumbrance

Object Code

Transfer

Budget Adjustment

Object Code

Used by KFS to determine the type of accounting entry for each transaction. This is important for central office reporting. Object codes are used to categorize revenues, expenses, assets, liabilities, or fund balances.

TERMINOLOGY CONT.

All Ledgers:

Prior Year Fund Balance

Encumbrance

Object Code

Transfer

Budget Adjustment

Transfer

A transaction within KFS to move actual funds between accounts. This does not adjust the budgeted amount.

TERMINOLOGY CONT.

All Ledgers:

Prior Year Fund Balance

Encumbrance

Object Code

Transfer

Budget Adjustment

Budget Adjustment

A transaction within KFS to adjust budgeted amounts. This does not move actual funds. A single-sided budget adjustment is an available option as well.

DEPARTMENTAL FUNDING SOURCES

Departmental Funding Sources

Unrestricted Fund Groups

Fund Source	Sub-Fund	Ledger*	Sub-Fund Description	Allowable Transfers To/From
Unrestricted 2-Ledger	OPTUI	2	Operating Fund – State/Tuition Funded 2-Ledger Accounts	OPTUI
Unrestricted Other Operating	OPAUX	3	Operating Fund – Auxiliary Enterprises	OPAUX, OPOTF, OPOTP
	OPOTF	4	Operating Fund – Non-State/Tuition Fiscal Accts	
	OPOTP	4	Operating Fund – Non-State/Tuition Project Accounts	
Unrestricted Sponsored Programs	UNRSF	4,6	Unrestricted Sponsored Programs Fiscal Account	UNRSF, UNRSP
	UNRSP	4,6	Unrestricted Sponsored Programs Project Accounts	

Restricted Fund Groups

Fund Source	Sub-Fund	Ledger*	Sub-Fund Description	Allowable Transfers To/From
Restricted Non-Sponsored Programs	RSNSF	5,6	Restricted Non-Sponsored Programs Fiscal Accounts	Refer to guidance issued by Accounting office
	RSNSP	5,6	Restricted Non-Sponsored Programs Project Accounts	
Restricted Sponsored Programs	RSTSP	5,6	Restricted Sponsored Programs	Refer to guidance issued by OSP
Foundation	RFNDA	6	Restricted Foundation Auxiliary Accounts	No Transfers
	RFNDO	6	Restricted Foundation Operating Accounts	

**Ledgers listed here are typical, however there are some exceptions*

BUDGETING TIMELINE

Fiscal Year Timeline Summary

JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER
<ul style="list-style-type: none"> July 1: New FY begins: perm funding and budgets are loaded into KFS 	<ul style="list-style-type: none"> Mid-month: PY fund balances are loaded into accounts 	<ul style="list-style-type: none"> By Mid-month: Central completes TF and BA for CBI/GA salary increases* 			
JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE
	<ul style="list-style-type: none"> All month: Provost and Admin Budget Hearings begin <i>Governor proposes State budget</i> 	<ul style="list-style-type: none"> Early March: Provost and Admin Budget Hearings continue <i>State legislature deliberates the Governor's budget proposal Mar-May</i> 	<ul style="list-style-type: none"> All Month: Year-end Accounting deadlines begin for various document types April/May – Perm transfer deadline 	<ul style="list-style-type: none"> All month: Year-end Accounting deadlines continue All month: Begin funding all account deficits <i>Governor signs final State budget May - June</i> 	<ul style="list-style-type: none"> Mid-month: Year-end Accounting deadline for BA and TF eDocs (along with other Accounting eDocs) <i>University's budget is presented to the Board of Trustees for approval</i>

*Other Collective Bargaining Increase (CBI) TF and BA eDocs will be completed by central offices per negotiated contract increase dates.

INITIAL BUDGET LOAD IN KFS

New for FY24 users had the option of creating and submitting a budget to load into the system by account.



PURPOSE

- Budgets by accounts will allow departments to manage and track spending throughout the year.
- We require areas to provide Unit level budget forecasts for the current year and future years during the annual budget hearing process,
- Those unit level forecasts help inform the overall University Budget.



TECHNICAL PROCESS

- An excel template is available on our website with some basic instructions.
- The completed template can be submitted to BPIR in late June.
- Units may also upload budget info into the SSBA edoc at any point during the year.

BUDGET HEARINGS

Completed by most Provost and CFO units:

Preparation

Units:

1. Complete financial forecast for the remainder of the current FY and the following FY
2. Submit Required materials:
 - Identify strategic investment needed or savings opportunities.
 - Describe area strengths and weaknesses.

Analysis

BPIR and the Office of the Provost:

1. Review financial forecasts, comparing submissions to historical trends and known changes
2. Summarize requests
3. Ensure submissions are complete

Presentation

Units:

1. Present all material at Budget Hearings
2. Speak to and provide updates on major current events

University Leadership:

1. Looks for updates on outstanding issues/ programmatic changes/staffing plans
2. Reviews mitigation plans

BUDGET TRANSACTIONS

Transfers, Account Creation/Edits	Budget Adjustments	Capital Projects
<p>BPIR approves:</p> <ul style="list-style-type: none">• <u>Transfers</u>: Ensure funds are moving between like fund sources, proper object codes are used and accounts are not in a deficit position• <u>Account Creation/Edits</u>: Confirm accuracy of account attributes related to budgeting activities, such as GUF naming,	<p>BPIR no longer approves <u>Budget Adjustments</u> and <u>Single Sided Budget Adjustments</u></p> <ul style="list-style-type: none">• Accounts of all ledgers now have balances based on actual cash, not budget, and therefore adjusting the budget does not impact cash balances• It is recommended to update an account's budget throughout the year to be used for accurate forecasting, but departmental guidelines should be followed	<p>To start a new capital project: After getting approval from your Dean or Director, contact BPIR to discuss budget and funding source, and initiate the request at updc.uconn.edu</p>

TRANSFERS: RULES OF THE ROAD

TRANSFERS

- ✓ Funds may only be transferred between accounts that have the same fund source. This allows for appropriate fund accounting at the University and State level.
 - To cross different fund sources, try charging for the expense via an IB, or moving the expense via a GLT.
- ✓ The correct transfer object code should be used.
- ✓ Foundation reimbursements may only be deposited into 6-Ledger accounts with subfund RFNDO or RFNDA. No transfer can occur in or out of these accounts.
- ✓ To close an account, remember to transfer any remaining fund balance to a different account. *There can be no available balance and no amount in object code 3000 for the current FY.*

TRANSFER OBJECT CODES

	Transfer In	Transfer Out
2-Ledger Permanent		
Within the same school/college/unit	3206	3306
Outside the school/college/unit	3207	3307
2-Ledger One-Time		
Within the same school/college/unit	3208	3308
Outside the school/college/unit	3209	3309
Non 2-Ledger Accounts		
Within the same school/college/unit	3200	3300
Outside the school/college/unit	3201	3301

The correct transfer object code should also be used in Budget Construction submissions.

BREAK



PART III

University Budget: How we can help you

GUIDED FAQ

Top questions received by BPIR, including those related to:



- Determining available balances
- Comparing budget to actuals
- Understanding salary and fringe reporting
- Troubleshooting payroll encumbrances

ACCOUNT BALANCE

“What is the current available balance in my account?”

KFS Path: KFS -> Main Menu -> Balance Inquiries -> General Ledger -> Available Balances

Available Balances Lookup

* Fiscal Year:

* Chart Code:

* Account Number:

Sub-Account Number:

Object Code:

Sub-Object Code:

Consolidation Option:
 Consolidation Detail Exclude Sub-Accounts

Include Pending Ledger Entry:
 No Approved All

Transfers:
 Include Exclude

Balance Sheet:
 Include Exclude

Indirect Cost:
 Include Exclude

Object Code Grouping:
 Include Exclude

Fiscal Year	Chart Code	Account Number	Sub-Account Number	Object Code	Sub-Object Code	Budget Amount	Actuals Amount	Encumbrance Amount	Variance
Assets, Liabilities and Fund Balance									
2021	UC	2671070	*ALL*	1100	*ALL*	0.00	183,050.72	0.00	183,050.72
Fund Balance						0.00	183,050.72	0.00	0.00
Revenue									
2021	UC	2671070	*ALL*	3207	*ALL*	5,369.00	5,369.00	0.00	0.00
2021	UC	2671070	*ALL*	3209	*ALL*	20,547.22	20,547.22	0.00	0.00
2021	UC	2671070	*ALL*	4100	*ALL*	205,748.00	205,748.00	0.00	0.00
2021	UC	2671070	*ALL*	4101	*ALL*	868.00	868.00	0.00	0.00
Total Income						232,532.22	232,532.22	0.00	0.00
Expenses									
2021	UC	2671070	*ALL*	5112	*ALL*	89,588.00	39,064.19	11,733.60	38,790.21
2021	UC	2671070	*ALL*	5320	*ALL*	10,367.45	10,367.45	0.00	0.00
2021	UC	2671070	*ALL*	5350	*ALL*	1,807.60	1,807.60	0.00	0.00
2021	UC	2671070	*ALL*	5360	*ALL*	912.35	912.35	0.00	0.00
2021	UC	2671070	*ALL*	5612	*ALL*	68,802.00	30,001.30	9,011.41	29,789.29
2021	UC	2671070	*ALL*	5670	*ALL*	7,459.82	7,459.82	0.00	0.00
2021	UC	2671070	*ALL*	6000	*ALL*	179.00	0.00	0.00	179.00
2021	UC	2671070	*ALL*	3307	*ALL*	50,000.00	0.00	0.00	50,000.00
2021	UC	2671070	*ALL*	3309	*ALL*	372.00	372.00	0.00	0.00
Total Expense						229,488.22	89,984.71	20,745.01	118,758.50
Expense Available Balance						179,116.22	89,612.71	20,745.01	68,758.50

Fund Balance = Total Income – Total Expense + Object code 3000 (+/- additional assets/liabilities)

Available Balance = Fund Balance – Encumbrance Amount

ORGANIZATIONAL BALANCE

“What is the current balance in my entire org?”

WebFocus Path: KFDM -> Standard Reports -> General Ledger -> Fund Balances

Current Organizational Fund Balances

Run On: 07/26/19, Kual Financial Data Mart - University of Connecticut
 Data Source: GL_CURRENT v3.1 - DWPR
 Parent Organization: 9999
 Fiscal Year: 2020
 Excludes Bond Funds (PL\$\$\$)
 Equipment Swap: Exclude

*Current Fund Balance = Beginning Fund Balance + Fund Addition + Actual Revenue - Fund Deduction - Actual Expense
 *Funds Available = Current Fund Balances - Encumbrances

Org Code	Organization Name	Sub Fund Group Code	Fund SID	Account	Account Name	Posted Beginning Fund Balance	Posted Fund Addition	Posted Actual Revenue	Posted Fund Deduction	Posted Actual Expense	Posted Current Fund Balance	Posted Encumbrance	Posted Funds Available
9999	Org Name 1	RFNDO	0000330	Acct 1	Acct Name 1	.00	.00	65,425.00	.00	4,917.25	60,507.75	90,780.00	(30,272.25)
9999	Org Name 1	RSNSF	0000330	Acct 2	Acct Name 2	.00	.00	.00	.00	.00	.00	.00	.00
9999	Org Name 1	RSNSF	0000330	Acct 3	Acct Name 3	.00	.00	.00	.00	.00	.00	8,022.64	(8,022.64)
9999	Org Name 1	RSTSP	1171000	Acct 4	Acct Name 4	.00	.00	.00	.00	.00	.00	.00	.00
9999	Org Name 1	OP AUX	6004000	Acct 5	Acct Name 5	.00	56,238.00	650.00	9,862.00	75.00	46,951.00	.00	46,951.00
9999	Org Name 1	OP AUX	6004000	Acct 6	Acct Name 6	8,000,000.00	.00	8,106.00	.00	.00	8,008,106.00	.00	8,008,106.00
9999	Org Name 1	OPOTF	6004000	Acct 7	Acct Name 7	.00	256,321.00	.00	.00	.00	256,321.00	1,064.87	255,256.13
9999	Org Name 1	OPOTF	6012000	Acct 8	Acct Name 8	.00	.00	.00	.00	.00	.00	.00	.00
9999	Org Name 1	OPOTF	6012000	Acct 9	Acct Name 9	.00	.00	.00	.00	.00	.00	6,155.00	(6,155.00)
9999	Org Name 1	OPTUI	1161000	Acct 10	Acct Name 10	64,000.00	65,492.00	1,105,464.00	152,305.00	81,218.02	1,001,432.98	899,647.68	101,785.30
9998	Org Name 2	OPTUI	1161000	Acct 11	Acct Name 11	5,550.00	.00	2,722.00	.00	.00	8,272.00	.00	8,272.00
9998	Org Name 2	OPTUI	1161000	Acct 12	Acct Name 12	.00	.00	32,630.00	21,321.00	6,469.09	4,839.91	2,272.09	2,567.82
9997	Org Name 3	OPTUI	1161000	Acct 13	Acct Name 13	.00	.00	34,867.00	.00	.00	34,867.00	20,287.16	14,579.84

Object Code 3000 Transfers In Transfers Out

BUDGET VS. ACTUALS

“How do my actual expenses compare to what I budgeted?”

WebFocus Path: KFDM -> Standard Reports -> General Ledger -> Budget to Actuals -> View fund group detail

Budget to Actuals
Run On: 03/05/20

Parent Organization: Fiscal Year: 2020
Exclude, Include or Pre Encumbrance only: Exclude PE Docs Fiscal Period: All
Detail Option: View fund group detail
Tie to Budget Hearing Documents: No
*Variance = Current Budget - Actuals - Encumbrances

Fund Group: Current Funds Unrestricted Fund Type: 2-Ledger

	Previous Year Actuals	Original Budget	Current Budget	Actuals	Encumbrance	Variance*
Revenue						
University Supported Permanent Funds	3,974,793	4,374,175	4,374,175	4,374,175	0	0
Other Revenue	0	0	0	0	0	0
Sub-Total Revenue	3,974,793	4,374,175	4,374,175	4,374,175	0	0
Transfers In (Outside Unit)	3,509,138	4,179,689	4,503,644	2,723,483	0	1,780,161
Total Revenue	\$7,483,931	\$8,553,864	\$8,877,819	\$7,097,658	\$0	\$1,780,161
Expense						
Permanent & Continuing Salaries	3,042,607	3,488,860	3,644,719	2,340,720	1,051,913	252,086
Temporary Salaries	943,537	1,134,137	1,076,614	688,819	271,778	116,018
Other Personal Services	135,671	1,020	17,598	19,337	0	(1,739)
Fringe Benefits	2,186,625	2,782,883	2,892,044	1,891,696	862,916	137,432
Total Salary & Benefits	6,308,441	7,406,900	7,630,975	4,940,572	2,186,606	503,797
Services	563,778	610,375	603,045	332,825	276,021	(5,801)
Supplies	78,472	80,850	73,500	178,561	7,239	(112,300)
Travel	54,091	67,500	64,300	38,092	0	26,208
Equipment	19,999	19,700	2,095	25,645	0	(23,950)
Fees, Dues & Memberships	36,242	35,290	28,260	20,423	150	7,687
Rentals & Leases	1,032	2,525	2,525	1,492	0	1,033
Telecommunications	10,965	13,600	12,900	8,894	0	4,006
Financial Aid & Work Study	100	0	0	0	0	0
Other Expenses	2,298	18,300	17,800	4,487	0	13,313
Sub-Total General Expense	766,977	848,140	805,025	611,420	283,410	(89,805)
Transfers Out (Outside Unit)	782,223	176,137	196,017	196,017	0	0
Total Expense	\$7,857,641	\$8,431,177	\$8,632,017	\$5,748,009	\$2,470,016	\$413,992
Transfers In (Within Unit)	4,700	15,000	15,000	18,000	0	(3,000)
Transfers Out (Within Unit)	4,700	15,000	15,000	18,000	0	(3,000)
Net Transfers (Within Unit) (In)/Out*	\$0	\$0	\$0	\$0	\$0	\$0
Net Annual Income/(Loss)	(\$573,710)	\$122,687	\$245,802	\$1,349,649	(\$2,470,016)	\$1,366,169
Prior Year Fund Balance	373,713	0	0	2	0	(2)
Total Funds	\$2	\$122,687	\$245,802	\$1,349,651	(\$2,470,016)	\$1,366,167

* Note that "Net Transfers (Within Unit)" will not net to zero if an account that was part of a "Within Unit" transfer transaction now belongs to a different unit.
Kuali Financial Data Mart - University of Connecticut Data as of: 03/04/2020
Data Source: GL_CURRENT v3.1 - DWB



Budget to Actuals
Run On: 03/05/20

Parent Organization: 1656 Fiscal Year: 2020
Exclude, Include or Pre Encumbrance only: Exclude PE Docs Fiscal Period: All
Detail Option: View fund group detail
Tie to Budget Hearing Documents: No
*Variance = Current Budget - Actuals - Encumbrances

Fund Group: Current Funds Unrestricted Fund Type: 2-Ledger

	Previous Year Actuals	Original Budget	Current Budget	Actuals	Encumbrance	Variance*
Revenue						
University Supported Permanent Funds	3,974,793	4,374,175	4,374,175	4,374,175	0	0
Other Revenue	0	0	0	0	0	0
Sub-Total Revenue	3,974,793	4,374,175	4,374,175	4,374,175	0	0
Transfers In (Outside Unit)	3,509,138	4,179,689	4,503,644	2,723,483	0	1,780,161
Total Revenue	\$7,483,931	\$8,553,864	\$8,877,819	\$7,097,658	\$0	\$1,780,161
Expense						
Permanent & Continuing Salaries	3,042,607	3,488,860	3,644,719	2,340,720	1,051,913	252,086
Temporary Salaries	943,537	1,134,137	1,076,614	688,819	271,778	116,018

ANNUAL SALARY

“What annual salary and fringe is coded to a given account?”

WebFocus Path: KFDM -> Standard Reports -> HR/Payroll -> Filled Position Detail

Filled Position Detail

Run On: 11/28/18, Kual Financial Data Mart - University of Connecticut

Data Source: JOB_FUNDING v3.1 - DWPR

Fringe Rates Effective for FY: 2019

Parent Organization: 9999

Employee Status: Active,,, Terminated

Employee Type: All

*Special Payroll is not included on this report

Payroll Status	Organization	Account	Fund SID	Subfund	Object Code	Employee Name	Functional Title	FTE	Biweekly Salary	Annual Salary	Fringe Benefits	Annual Comp.
Active	9999	Account Number Here	1161000	OPTUI	5112	Boss	Title 1	.500	5,000.00	130,000	85,280	215,280
Active	9999	Account Number Here	1161000	OPTUI	5112	Someone else	Title 2	1.000	2,000.00	52,000	34,112	86,112
Active	9999	Account Number Here	1161000	OPTUI	5112	Another person	Title 3	1.000	3,000.00	78,000	51,168	129,168
Active	9999	Account Number Here	1161000	OPTUI	5112	Again someone else	Title 4	1.000	2,500.00	65,000	42,640	107,640
Active	9999	Account Number Here	1161000	OPTUI	5112	This one	Title 5	1.000	1,500.00	39,000	25,584	64,584
Active	9999	Account Number Here	1161000	OPTUI	5112	That one	Title 6	1.000	1,400.00	36,400	23,878	60,278
Active	9999	Account Number Here	1161000	OPTUI	5112	Him	Title 7	1.000	2,200.00	57,200	37,523	94,723
Active	9999	Account Number Here	1161000	OPTUI	5112	Her	Title 8	1.000	2,000.00	52,000	34,112	86,112
Active	9999	Account Number Here	1161000	OPTUI	5112	You get the picture	Title 9	1.000	1,900.00	49,400	32,406	81,806
Active	9999	Account Number Here	1161000	OPTUI	5250	One more	Title 10	.250	2,000.00	52,000	34,112	86,112
Terminated	9999	Account Number Here	1161000	OPTUI	5112	Gone	Title 11	1.000	2,000.00	52,000	34,112	86,112

CURRENT SALARY

“What are the salary and fringe expenses on a given account?”

For an individual employee - KFS Path: KFS -> Main Menu -> Labor -> Account Status (Current Funds)

Account Status (Current Funds) Balance Inquiry

* Fiscal Year: 2021 * Chart Code: UC

* Account Number: Sub-Account Number:

Object Code: Sub-Object Code:

Consolidation Option: Consolidation Detail Exclude Sub-Accounts

Include Pending Ledger Entry: No Approved All

Search Clear Cancel

0 items found. Please refine your search criteria to narrow down your search.

Search Results

Fiscal Year	Chart Code	Account Number	Sub-Account Number	Object Code	Sub-Object Code	Position Number	Person	July1 Budget Amount	Centrally Funded CBI	Budgeted Total	YTD Actual	Outstanding Encum	Variance
2021	UC	XXXXXX	"ALL"	5360	"ALL"	XXX 35	Person 1	0.00	0.00	0.00	271.00	0.00	(271.00)
2021	UC	XXXXXX	"ALL"	5112	"ALL"	XXX 35	Person 1	64,077.00	0.00	64,077.00	53,884.18	12,877.10	(2,684.28)
2021	UC	XXXXXX	"ALL"	5725	"ALL"	XXX 35	Person 1	0.00	0.00	0.00	0.00	0.00	0.00
2021	UC	XXXXXX	"ALL"	5670	"ALL"	XXX 35	Person 1	0.00	0.00	0.00	154.47	0.00	(154.47)
2021	UC	XXXXXX	"ALL"	5612	"ALL"	XXX 35	Person 1	0.00	0.00	0.00	41,383.01	9,889.66	(51,272.67)
2021	UC	XXXXXX	"ALL"	5612	"ALL"	XXX 06	Person 2	0.00	0.00	0.00	56,095.58	13,405.57	(69,501.15)
2021	UC	XXXXXX	"ALL"	5725	"ALL"	XXX 06	Person 2	0.00	0.00	0.00	0.00	0.00	0.00
2021	UC	XXXXXX	"ALL"	5112	"ALL"	XXX 06	Person 2	86,858.00	0.00	86,858.00	73,041.11	17,455.20	(3,638.31)

Note: All object codes corresponding to a given employee are listed

CURRENT SALARY

“What are the salary and fringe expenses on a given account?”

For an entire account - WebFocus Path: KFDM -> Standard Reports -> HR/Payroll -> Payroll Summary by Account

Payroll Summary by Account

Run On: 09/13/21

Account: : 9999999 – Account Name
Fund Group: Current Funds Unrestricted
Organization: 9999 – Organization Name
Run Report By: Account : 9999999
Employee Type: All
Note: Report includes all payroll object codes

Account Supervisor: Supervisor Name
Fiscal Officer: Officer Name
Effective Date: 01/01/2011
Expiration Date:
Fiscal Year: 2022
Include Prior Year Project Balances: No

Object Code	Object Description	Employee	Employee #	Actuals	Remaining Encumbrance	Total Committed
Personal Services						
Permanent & Continuing Salaries						
5112	Regular Payroll - Other Professional	Employee 1	111111	28,521.63	96,156.20	124,677.83
		Employee 2	222222	20,946.21	69,820.81	90,767.02
		Employee 3	333333	14,469.20	48,230.80	62,700.00
		Employee 4	444444	54,315.39	183,115.40	237,430.79
		Employee 5	555555	20,538.71	68,462.40	89,001.11
		Employee 6	666666	21,392.78	71,309.19	92,701.97
		Employee 7	777777	15,452.51	51,508.40	66,960.91
		Employee 8	888888	21,072.48	70,241.60	91,314.08
				196,708.91	658,844.80	855,553.71

PAYROLL ENCUMBRANCES

“I think my payroll encumbrances are wrong. What should I check?”

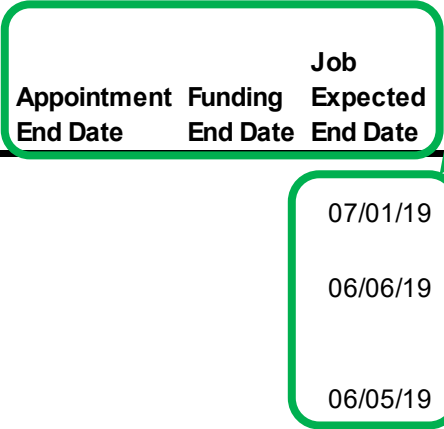
WebFocus Path: KFDM -> Standard Reports -> HR/Payroll -> Filled Position Detail (excel output)

Filled Position Detail

Run On: 05/20/19, Kuali Financial Data Mart - University of Connecticut
 Data Source: JOB_FUNDING v3.1 - DWPR
 Fringe Rates Effective for FY: 2019
 Parent Organization: 9999
 Employee Status: Active,,, Terminated
 Employee Type: All

Ensure you are only calculating amounts through the end of the payroll fiscal year

Payroll Status	Organization	Account	Object Code	Employee Name	Functional Title	Appointment End Date	Funding End Date	Job Expected End Date	Ucomn Continuous Hire Date	FTE	Biweekly Salary	Annual Salary	Fringe Benefits	Annual Comp.
Active	9999	2XXXXXX	5112	Boss	Title 1				10/14/2016	.500	4,000.00	104,000	68,224	172,224
Active	9999	2XXXXXX	5112	Someone else	Title 2			07/01/19	12/18/2015	1.000	2,300.00	59,800	39,229	99,029
Active	9999	2XXXXXX	5112	Another person	Title 3				05/30/2014	1.000	4,500.00	117,000	76,752	193,752
Active	9999	2XXXXXX	5112	Again someone else	Title 4			06/06/19	12/09/2016	1.000	3,400.00	88,400	57,990	146,390
Active	9999	2XXXXXX	5112	This one	Title 5				05/26/2017	1.000	3,400.00	88,400	57,990	146,390
Active	9999	2XXXXXX	5112	That one	Title 6				06/24/2005	1.000	2,000.00	52,000	34,112	86,112
Active	9999	2XXXXXX	5112	Him	Title 7			06/05/19	05/24/1996	1.000	2,000.00	52,000	34,112	86,112
Active	9999	2XXXXXX	5112	Her	Title 8				12/06/1999	1.000	1,500.00	39,000	25,584	64,584
Active	9999	2XXXXXX	5250	You get the picture	Title 9	05/22/19	05/22/19	01/02/01	08/23/2016	.088	310.00	8,060	5,287	13,347
Terminated	9999	2XXXXXX	5112	Gone	Title 10				01/20/1995	1.000	1,500.00	39,000	25,584	64,584
Terminated	9999	2XXXXXX	5112	Also Gone	Title 11				06/10/2013	1.000	4,000.00	104,000	68,224	172,224



*Special Payroll is not included on this report

OTHER PERSONAL SERVICES (OPS)

“What are the salary and fringe expenses I see that are not regular salary?”

OPS charges are payroll expenditures seen in object codes 5301-5399, and associated fringe in 5670. These charges are reimbursed on 2-L accounts (excluding object codes 5330, 5370 and associated fringe).

Object Code	Description
5310	Payroll – Snow and Ice Differential
5320	Payroll – Accrued Vacation
5330	Payroll – Allowances
5340	Payroll – Holiday Pay
5350	Payroll – Lump Sum Payments
5360	Payroll – Longevity
5370	Payroll – Overtime
5380	Payroll – Shift Differential
5390	Payroll – Accrued Sick
5670	Fringe Benefits – Other Personal Services

FY24 University Program
Fringe Rate for OPS: 63%

SUMMARY OF EXPECTATIONS

? What you can expect of us

- Regular communication regarding deadlines, best practices, and policy changes
- Collaborative efforts to analyze financial activity to find cost efficiencies and revenue opportunities
- Assigned analysts available for questions, training and budget insights

? What we expect of you

- Year-round monitoring of accounts
- Regular communication regarding significant variance to anticipated financial activity
- Compliance with financial deadlines
- Participation in the Budget-L Listserv



ADDITIONAL RESOURCES

- FAQ and Quick Guides:
 - <https://bpir.uconn.edu/home/job-aids/quick-guides/>
- Assigned Budget Analysts:
 - <https://bpir.uconn.edu/home/about/contact-our-team/>

QUESTIONS



"We're in good shape.
Nobody understands our financial statement."