BUDGET DEVELOPMENT CLASS

Crystal Garner
Adriana Martin
WHAT IS A FUND?

A fund is an entity used by government agencies when reporting accounting and remaining accountable for spending processes.

Fund types are used to classify resources into groups according to specified activities, designations or restrictions for financial accounting and reporting purposes.

At UTA, funds are classified into the following groups:

• E&G
• Designated
• Service
• Auxiliary
• Restricted
E&G STATE APPROPRIATIONS  
(2XXXXX)

Funds that consist of state tax dollars used to support University general education operations
  • Salaries Only
  • No M&O accounts (A4000)

SERVICE (32XXXX)

• Used by departments that sell products and provide specific services to the University community

DESIGNATED (31XXXX)

• Designated Tuition funds which have been approved by the institutions governing board and management
BUDGETED FUND GROUPS

AUXILIARY (47XXXX)
Cost centers that are managed by the departments that have self supporting activity
- Housing
- Parking
- Athletics

RESTRICTED (5XXXXX)
- Funds that include private donations and income from endowments
NON-BUDGETED FUND GROUPS

AGENCY (9XXXXX)
Funds held for student organizations

GRANTS
Sponsored Funds

COST SHARES
Portion of project costs that are paid from sources other than the funds provided by the sponsor
FUNDING TYPES

• Centrally funded – Cost centers supported by State Appropriations, Designated Tuition and Mandatory Fees
  • E&G (Education & General)
  • Designated
  • Auxiliary
• Self-funded – cost centers that generate own revenue and not supported by central administration
  • Designated
  • Service
  • Auxiliary
  • Restricted
MANDATORY VS. NON-MANDATORY

MANDATORY FEES:
Any fee, other than charges for credit hours, room and board, required for all students to pay as a condition of enrollment

- Student Services
- Telephone Registration
- Information Technology
- Pledged Student Union
- International Education
- Library Service
- Graduate Student Program
- Recreational Facilities
- Mav Express Student ID Card
- Intercollegiate Athletics
- Medical Service
- Transportation
- Late Registration
- Academic Partnership
- Testing Center
- Transcripts
- Graduation
- Student Orientation Programs
- Plus many more

NON-MANDATORY FEES:
Fees that are related to specific programs and activities

STARTING POINT FOR YOUR BUDGET

- Funding Allocations entered by the Budget Office in PBCS
  - E&G
  - Mandatory Fees
  - Transfer in Designated Tuition
    - Including Growth Funds (changes will be communicated by Budget Office)

**Departments should review amounts and notify Budget Resources of any variances**
STARTING POINT FOR YOUR BUDGET

• Revenue funding entered by the Department in PBCS
  • Academic Online (AO)
  • Enhanced Designated Tuition (EDT)
  • Non-Mandatory Fees
  • Sales/Services
  • Indirect Costs (IDC)
  • Gifts/Endowments

**Departments should estimate revenue based on actuals and/or MARS report. Budget Resource available for assistance**
• Use PBCS for current FY actuals
• Use MARS for analysis of historical data to estimate revenue
• Designed to compare multiple years
Beginning with the FY2021 budget process cycle, all active cost centers will be budgeted, including those currently set up on associated revenue.

Exceptions:

- Cost centers that have no activity (generating revenue) in the current fiscal year and have only balance forward funds will not be budgeted.
- Agency cost centers will not be budgeted.

Beginning with the FY2021 budget process cycle, the following positions will be budgeted:

- Full-time, permanent part-time, and benefits eligible at the position level.
- Other position types (GRA, GTA, etc.) as lump sums.
• Review listing of all cost centers
• Summary of budgeted revenue and expenses for all cost centers within assigned department(s); form includes all cost centers assigned to each department even if there are no budgeted revenue/expenses
• Departments are responsible for notifying Budget Resource of all inactive cost centers

STARTING POINT FOR YOUR BUDGET

![Budget Resource Interface](image-url)

- **Cost Centers by Department**
  - Prior FY Post Final vs Dept Working Total for CC by Dept

<table>
<thead>
<tr>
<th>Version</th>
<th>Data Type</th>
<th>Period</th>
<th>Year Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>FY20</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>FY21</td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

For example:
- **200018 OFFICE OF BUDGETS & PLANNING**
  - All Revenue: 580,747
  - All Expenses: 991,975.00
  - Total Income and Expense: (411,228.00)

- **470018 BUDGET ADJUSTMENTS**
  - All Revenue: 12,040,971.00
  - All Expenses: 12,433,043.85
  - Total Income and Expense: (392,072.86)
• Review Prior Year documents:
  • Post Final Salary Roster
  • Post Final Departmental Budget Form
  • Budgeted Fund Transfers

**Post Final = Finalized operating budget in PBCS to be loaded into UT Share**
FUND TRANSFERS

BUDGETED

• E&G, Service, and Restricted cost centers will not have budgeted transfers in PBCS
• Cross funds allowed between Designated and Auxiliary cost centers
• Only the source can enter and/or modify transfers in PBCS
  • Verify transfer amount between departments

DURING FISCAL YEAR

• Completed on as-needed basis
• Cross funding rules apply
• Should be budgeted if submitted on a recurring basis
2 STEP FUND TRANSFERS

- Eliminated in FY19
- Removes “middle man” to simplify process by direct transfers to cost center
- Allows to quickly identify source of funding

<table>
<thead>
<tr>
<th>Department #</th>
<th>Department Name</th>
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<tbody>
<tr>
<td></td>
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<table>
<thead>
<tr>
<th>Cost Center #</th>
<th>Cost Center Name</th>
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<tr>
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<table>
<thead>
<tr>
<th>Hyperion GL</th>
<th>Transfer In $</th>
<th>Transfer Out $</th>
<th>CC Number To/From</th>
<th>CC Name</th>
<th>Transfer Description/Reason</th>
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<tbody>
<tr>
<td>TRANSFR in Designated Tuition</td>
<td>2,000,000.00</td>
<td>310090</td>
<td>Designated Tuition</td>
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<td>71400 Tran IntraFund Out</td>
<td>200,000.00</td>
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<td>cost center example</td>
<td>For FY salaries</td>
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<tr>
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<td>500,000.00</td>
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<td>cost center example</td>
<td>For FY salaries</td>
<td></td>
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<tr>
<td>71400 Tran IntraFund Out</td>
<td>400,000.00</td>
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<td>425,000.00</td>
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<td>cost center example</td>
<td>For FY salaries</td>
<td></td>
</tr>
</tbody>
</table>

| Total | 2,000,000.00 | 2,000,000.00 |
# PBCS Fund Transfers

## Cost Center Transfer Summary

<table>
<thead>
<tr>
<th>Period</th>
<th>Year</th>
<th>Scenario Budget</th>
<th>Version Working</th>
<th>DataTypes</th>
<th>Department Working</th>
<th>Total Cost Center</th>
<th>71400 - Tran IntraFund Cut</th>
<th>Transfer Comment</th>
<th>70400 - Tran IntraFund In</th>
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</thead>
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<tr>
<td>T_310003 RURAL CONTINUING EDUCATION NUR</td>
<td>Transfer In 1</td>
<td>Support new position 45120224</td>
<td>50,000</td>
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<tr>
<td></td>
<td>Total Transfer Activity</td>
<td>Support new position 45120224</td>
<td>50,000</td>
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</table>
BUDGETED AT POSITION LEVEL

- Administrative & Professional (AP)
- Classified (CL)
- Faculty (FA1 & FA2)
- Hourly Classified (CLN)

BUDGETED BY LUMP SUM

- Graduate Research Assistant (GRA)
- Graduate Teaching Assistant (GTA)
- Part-time hourly
- PT Faculty
- Student/Work Study
- Adjuncts
- Post Docs
- Visiting
- Temps
ADMINISTRATIVE & PROFESSIONAL (A&P) – LINE A1000
Employees whose position entails significant administrative and/or professional duties and whose job is not included in the position classification plan, sometimes referred to as unclassified or non-teaching employees. Administrative and Professional employees are appointed to positions without fixed term and serve at the pleasure of a specific administrative officer.

CLASSIFIED (CL) – LINE A1000
An employee appointed to a position in the classified service under one of the official titles as approved in the university’s classified plan paid monthly.
FACULTY (FA1 & FA2) – A2000

Academic personnel including various professor ranks based on terms of contract of employment

- Assistant professor
- Associate professor
- Professors

HOURLY CLASSIFIED (CLN) – A1200

Employees who are appointed for at least twenty hours per week for a period of four and one-half months or more (benefits eligible) excluding students employed in positions, which require student status as a condition for employment
• Position data for entire department
• Export data for quick audit
  • # of positions and position types
  • Salary balance for entire unit
• Position data for single cost center
• Specific details tied to the Departmental Budget Form
  • Salaries
  • Fringe Benefits
OTHER POSITION TYPES

ENTERED AS WHOLE DOLLARS
NOT ENTERED BY INDIVIDUAL EMPLOYEE ENTRIES

• GRA – A1200
• P/T Staff – A1200
• Student/Work-study – A1200
• P/T Faculty – A2000
• Summer Faculty – A2000
• GTA – A2100
### Other Position Types

<table>
<thead>
<tr>
<th>Years</th>
<th>Scenario Budget</th>
<th>Department Working Total</th>
<th>Cost Center</th>
<th>Other Position Types</th>
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</thead>
</table>

<table>
<thead>
<tr>
<th>Year</th>
<th>Code</th>
<th>Description</th>
<th>Budget Rate</th>
<th>Salary Subtotal</th>
<th>Fringe Subtotal</th>
<th>50205 - SW Non Tenure Track</th>
<th>50210 - SW Summer Faculty</th>
<th>50403 - SW Teaching Assistant</th>
<th>51210 - SW Classified Temp</th>
<th>53201 - SW Student</th>
<th>53301 - Workstudy</th>
<th>54204 - SW Research Assistant</th>
<th>57819 - Accrued Fringes</th>
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</thead>
<tbody>
<tr>
<td>FY20</td>
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<td></td>
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<td></td>
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</table>

- Additional Fringe Adj: 100135195
  - Budget Rate: 16.000
  - Salary Subtotal: 16.000
  - Fringe Subtotal: 16.000
  - 50205 - SW Non Tenure Track: 16.000
  - 50210 - SW Summer Faculty: 16.000
  - 50403 - SW Teaching Assistant: 16.000
  - 51210 - SW Classified Temp: 16.000
  - 53201 - SW Student: 16.000
  - 53301 - Workstudy: 16.000
  - 54204 - SW Research Assistant: 16.000
  - 57819 - Accrued Fringes: 16.000

- ORA Positions: 100135195
  - Budget Rate: 15.000
  - Salary Subtotal: 15.000
  - Fringe Subtotal: 15.000
  - 50205 - SW Non Tenure Track: 15.000
  - 50210 - SW Summer Faculty: 15.000
  - 50403 - SW Teaching Assistant: 15.000
  - 51210 - SW Classified Temp: 15.000
  - 53201 - SW Student: 15.000
  - 53301 - Workstudy: 15.000
  - 54204 - SW Research Assistant: 15.000
  - 57819 - Accrued Fringes: 15.000

- GTA Positions: 100135195
  - Budget Rate: 15.000
  - Salary Subtotal: 15.000
  - Fringe Subtotal: 15.000
  - 50205 - SW Non Tenure Track: 15.000
  - 50210 - SW Summer Faculty: 15.000
  - 50403 - SW Teaching Assistant: 15.000
  - 51210 - SW Classified Temp: 15.000
  - 53201 - SW Student: 15.000
  - 53301 - Workstudy: 15.000
  - 54204 - SW Research Assistant: 15.000
  - 57819 - Accrued Fringes: 15.000

- Part-Time Faculty Positions: 100135195
  - Budget Rate: 15.000
  - Salary Subtotal: 15.000
  - Fringe Subtotal: 15.000
  - 50205 - SW Non Tenure Track: 15.000
  - 50210 - SW Summer Faculty: 15.000
  - 50403 - SW Teaching Assistant: 15.000
  - 51210 - SW Classified Temp: 15.000
  - 53201 - SW Student: 15.000
  - 53301 - Workstudy: 15.000
  - 54204 - SW Research Assistant: 15.000
  - 57819 - Accrued Fringes: 15.000

- Part-Time Staff Positions: 100135195
  - Budget Rate: 15.000
  - Salary Subtotal: 15.000
  - Fringe Subtotal: 15.000
  - 50205 - SW Non Tenure Track: 15.000
  - 50210 - SW Summer Faculty: 15.000
  - 50403 - SW Teaching Assistant: 15.000
  - 51210 - SW Classified Temp: 15.000
  - 53201 - SW Student: 15.000
  - 53301 - Workstudy: 15.000
  - 54204 - SW Research Assistant: 15.000
  - 57819 - Accrued Fringes: 15.000

- Student Positions: 100135195
  - Budget Rate: 15.000
  - Salary Subtotal: 15.000
  - Fringe Subtotal: 15.000
  - 50205 - SW Non Tenure Track: 15.000
  - 50210 - SW Summer Faculty: 15.000
  - 50403 - SW Teaching Assistant: 15.000
  - 51210 - SW Classified Temp: 15.000
  - 53201 - SW Student: 15.000
  - 53301 - Workstudy: 15.000
  - 54204 - SW Research Assistant: 15.000
  - 57819 - Accrued Fringes: 15.000

- Summer Faculty Positions: 100135195
  - Budget Rate: 15.000
  - Salary Subtotal: 15.000
  - Fringe Subtotal: 15.000
  - 50205 - SW Non Tenure Track: 15.000
  - 50210 - SW Summer Faculty: 15.000
  - 50403 - SW Teaching Assistant: 15.000
  - 51210 - SW Classified Temp: 15.000
  - 53201 - SW Student: 15.000
  - 53301 - Workstudy: 15.000
  - 54204 - SW Research Assistant: 15.000
  - 57819 - Accrued Fringes: 15.000

- Work-Study Positions: 100135195
  - Budget Rate: 20.000
  - Salary Subtotal: 20.000
  - Fringe Subtotal: 20.000
  - 50205 - SW Non Tenure Track: 20.000
  - 50210 - SW Summer Faculty: 20.000
  - 50403 - SW Teaching Assistant: 20.000
  - 51210 - SW Classified Temp: 20.000
  - 53201 - SW Student: 20.000
  - 53301 - Workstudy: 20.000
  - 54204 - SW Research Assistant: 20.000
  - 57819 - Accrued Fringes: 20.000
## Departmental Budget Form ZS

### Cost Center
C310122 : 310122 BUDGET AND FINANCIAL PLANNING

### FY19 and FY20 Budgets

<table>
<thead>
<tr>
<th>Position Type</th>
<th>FY19 Actuals</th>
<th>FY19 Budget</th>
<th>FY20 Year Total</th>
<th>FY20 Working</th>
<th>FY20 Budget</th>
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</thead>
<tbody>
<tr>
<td>50403 - SW Teaching Assistant</td>
<td>35,273</td>
<td>35,195</td>
<td>35,273</td>
<td>35,273</td>
<td>18,105 (17,169)</td>
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<tr>
<td>TA Salaries</td>
<td>15,000</td>
<td>15,000</td>
<td>15,000</td>
<td>15,000</td>
<td>15,000</td>
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<tr>
<td>GTA Salaries</td>
<td>15,000</td>
<td>15,000</td>
<td>15,000</td>
<td>15,000</td>
<td>15,000</td>
</tr>
<tr>
<td>5101 - SW Admin Prof</td>
<td>35,273</td>
<td>36,764</td>
<td>35,195</td>
<td>36,764</td>
<td>36,764 (18,105)</td>
</tr>
<tr>
<td>51201 - SW Classified</td>
<td>194,777</td>
<td>259,334</td>
<td>167,000</td>
<td>248,000</td>
<td>248,000</td>
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<td>Staff Salaries</td>
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<td>295,098</td>
<td>202,195</td>
<td>295,765</td>
<td>295,765</td>
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<tr>
<td>51210 - SW Classified Temp</td>
<td>15,000</td>
<td>15,000</td>
<td>15,000</td>
<td>15,000</td>
<td>15,000</td>
</tr>
<tr>
<td>53031 - Workstudy</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>51110 - SW Admin Temp</td>
<td></td>
<td></td>
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<tr>
<td>54493 - Overtime Pay</td>
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<td>14,922</td>
<td>14,922 (14,922)</td>
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<td>Wages Expense</td>
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<td>14,922</td>
<td>14,922</td>
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<td>2,391</td>
<td>10,000</td>
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<td>14,922</td>
<td>14,922</td>
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</table>
Begin with comparing post final salary roster to current FY salary roster.

Use completed eForms throughout fiscal year to track position changes:
- Permanent funding changes
- Modifications
  - Reclassifications
  - Re-Organizations
- Position transfers
- New Assignments/Hires
- Terminations

Changes should be reflected on salary roster for review of position data in PBCS.

Position data pull from UT Share on March 10, 2020:
- Changes in UT Share after this date will not be reflected in PBCS. Department must enter changes manually.
### PBCS Salary Roster

#### FY20 Salary Roster for Department(s)

<table>
<thead>
<tr>
<th>Cost Center</th>
<th>Total New and Existing Positions</th>
<th>Employee Name</th>
<th>Employee ID</th>
<th>A&amp;P Salaries</th>
<th>Classified Salaries</th>
<th>Faculty Salaries</th>
<th>Wages Salaries</th>
<th>FTE Subtotal</th>
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</thead>
<tbody>
<tr>
<td>200018 OFFICE OF BUDGETS &amp; PLANNING</td>
<td>10010220 ASSISTANT DIRECTOR BUDG &amp; FI</td>
<td>Minnie Mouse</td>
<td>9987410233</td>
<td>103,000</td>
<td>0</td>
<td>0</td>
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<tr>
<td>200018 OFFICE OF BUDGETS &amp; PLANNING</td>
<td>10015907 BUDGET ANALYST</td>
<td>Tom Jerry</td>
<td>4785521400</td>
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<tr>
<td>200018 OFFICE OF BUDGETS &amp; PLANNING</td>
<td>10016025 Senior Fin Analyst-Budget</td>
<td>Cinderella Queen</td>
<td>9963000145</td>
<td>0</td>
<td>87,000</td>
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<tr>
<td>200018 OFFICE OF BUDGETS &amp; PLANNING</td>
<td>10016110 Administrative Assistant II</td>
<td>Bruce Wayne</td>
<td>4125874100</td>
<td>0</td>
<td>61,500</td>
<td>0</td>
<td>0</td>
<td>1.000000</td>
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<tr>
<td>200018 OFFICE OF BUDGETS &amp; PLANNING</td>
<td>10016244 SENIOR DIRECTOR</td>
<td>Mickey Mouse</td>
<td>9965211458</td>
<td>254,000</td>
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<td>200018 OFFICE OF BUDGETS &amp; PLANNING</td>
<td>10017316 BUDGET ANALYST</td>
<td>Elsa N-Pole</td>
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<td>81,000</td>
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<tr>
<td>200018 OFFICE OF BUDGETS &amp; PLANNING</td>
<td>10075834 ASSOCIATE VICE PRESIDENT</td>
<td>Walt Disney Sr.</td>
<td>9995638200</td>
<td>334,475</td>
<td>0</td>
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<td>0.787000</td>
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<tr>
<td>310122 BUDGET AND FINANCIAL PLANNING</td>
<td>10075834 ASSOCIATE VICE PRESIDENT</td>
<td>Walt Disney Sr.</td>
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<td>18,105</td>
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<tr>
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<td>10084279 BUDGET ANALYST</td>
<td>Dennis Duck</td>
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<tr>
<td>310122 BUDGET AND FINANCIAL PLANNING</td>
<td>10088336 Financial Analyst</td>
<td>Tony Stark</td>
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<td>10088399 BUDGET ANALYST</td>
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<td>70,000</td>
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<td>10092080 Senior Financial Analyst</td>
<td>Ursula Sea</td>
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<tr>
<td>310122 BUDGET AND FINANCIAL PLANNING</td>
<td>Part-Time Staff Positions</td>
<td>VACANT</td>
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<td>0</td>
<td>15,000</td>
<td>0</td>
<td>0</td>
<td>0.000000</td>
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</tbody>
</table>

- Validate position changes from eForms
- Update all position changes not loaded into PBCS
- Specific details tie to Departmental Budget Form
- Departments have view access to PBCS now
# TRACKING POSITION ADJUSTMENTS

**Modification Salary Roster**

The University of Texas at Arlington
FY20 Salary Roster for Department(s)
320186 - Budget, Planning and Analysis

<table>
<thead>
<tr>
<th>Cost Center</th>
<th>Total New and Existing Positions</th>
<th>Employee Name</th>
<th>A&amp;P Salaries</th>
<th>Classified Salaries</th>
<th>Faculty Salaries</th>
<th>Wages Salaries</th>
<th>FTE Subtotal</th>
</tr>
</thead>
<tbody>
<tr>
<td>200018 OFFICE OF BUDGETS &amp; PLANNING</td>
<td>10010229 ASSISTANT DIRECTOR BUDGET &amp; FI</td>
<td>Minnie Mouse</td>
<td>$190,000</td>
<td>$0</td>
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<td>200018 OFFICE OF BUDGETS &amp; PLANNING</td>
<td>10012907 BUDGET ANALYST</td>
<td>Tom Jerry</td>
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<td>10016110 Administrative Assistant II</td>
<td>Bruce Wayne resigned 12/31/19 eform 56789</td>
<td>$0</td>
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<td>10016344 SENIOR DIRECTOR</td>
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<td>$0</td>
<td>1.000000</td>
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<tr>
<td>200018 OFFICE OF BUDGETS &amp; PLANNING</td>
<td>10017316 BUDGET ANALYST</td>
<td>Elsa N.Pole</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
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<td>Walt Disney Sr.</td>
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<td>$0</td>
<td>0.757000</td>
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<td>Dennis Duck</td>
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<td>Tony Stark</td>
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<td>10092088 Senior Financial Analyst</td>
<td>Rain Wilson new hire 10/20/19 eform 12345</td>
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<td>310122 BUDGET AND FINANCIAL PLANNING</td>
<td>Part-Time Staff Positions</td>
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<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>0.000000</td>
</tr>
</tbody>
</table>

Example of internal salary roster with manual position updates from eForms
Positions are loaded based on funding cost center and not owning department.

Funding must total 100% distribution.

If security access does not allow viewing of other funding sources, contact shared department to verify salary and distribution percentages.
• **FTE** – Full Time Equivalency
  - Counted off distribution % in PBCS
    - 40 hrs per week FILLED or VACANT position = full time or 1 FTE
    - 20 hrs per week FILLED or VACANT position = part time or .5 FTE

• **Headcount** – Physical body in position
  - FILLED position = full time position and 1 headcount
  - VACANT position = full time position but **ZERO headcount**

• FTE’s are important on E&G cost centers because of mandatory reporting to the State
• The University has an FTE total cap and explanation is required to the State if UTA exceeds that number
Below is a screenshot of Headcount and FTE columns located in the position data form:

<table>
<thead>
<tr>
<th>Combo Code</th>
<th>Employee ID</th>
<th>Employee Name</th>
<th>Employee Class</th>
<th>Owning Department</th>
<th>Position Status</th>
<th>Head Count</th>
<th>FTE_Load</th>
</tr>
</thead>
<tbody>
<tr>
<td>10017316 BUDGET ANALYST</td>
<td>200018 OFFICE OF BUDGETS &amp; PLANNING</td>
<td>100133097</td>
<td>Elsa N. Pole</td>
<td>CL</td>
<td>320103</td>
<td>Filled</td>
<td>1</td>
</tr>
<tr>
<td>10075834 ASSOCIATE VICE PRESIDENT</td>
<td>200018 OFFICE OF BUDGETS &amp; PLANNING</td>
<td>100133097</td>
<td>Walt Disney Sr.</td>
<td>A&amp;P</td>
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<td>1</td>
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<tr>
<td>310122 BUDGET AND FINANCIAL PLANNING</td>
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<td>996303200</td>
<td>Walt Disney Sr.</td>
<td>A&amp;P</td>
<td>320103</td>
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</tr>
<tr>
<td>10084279 BUDGET ANALYST</td>
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<td>Dennis Duck</td>
<td>CL</td>
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<td>Filled</td>
<td>1</td>
</tr>
<tr>
<td>10088838 Financial Analyst</td>
<td>310122 BUDGET AND FINANCIAL PLANNING</td>
<td>100135195</td>
<td>Tony Stark</td>
<td>CL</td>
<td>320103</td>
<td>Filled</td>
<td>1</td>
</tr>
<tr>
<td>10088839 BUDGET ANALYST</td>
<td>310122 BUDGET AND FINANCIAL PLANNING</td>
<td>100135195</td>
<td>Ursula Se</td>
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</tr>
<tr>
<td>10002080 Senior Financial Analyst</td>
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<td>4512014856</td>
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</tbody>
</table>
Fringe benefits on E&G positions are funded partially by the State with the balance being funded by student tuition.

- E&G Fringe budget is not loaded into UT Share.
- Budget Office processes monthly transfers on E&G cost centers for actual fringe expenses.
FRINGE BENEFITS – NON E&G

• Fringe calculations are based on current benefit elections at the time data is pulled

• If fringe expenses exceed budget on Non-E&G cost centers, department is responsible for making adjustments to balance their budget

• Longevity
  • Enter whole dollar amount directly on Departmental Budget form in the fringe section (GL 54402 – Longevity Pay), OR visit UT Systems longevity pay schedule

**Fringe Budget will load into UT Share on line A3000**
FRINGE BENEFITS – NON E&G

• Longevity
  • Review actuals to estimate budget amount
  • To check your employee’s longevity to ensure it is correct in PBCS, Navigate to HCM Reporting Tools/Query Viewer in UT Share
    • UTZ_HA_VAC_SICK_LEAV_BAL_DEPB
  • Longevity Pay Schedule
    • https://www.utsystem.edu/offices/human-resources/current-employees/benefits/longevity-pay

---

**Fringe Budget will load into UT Share on line A3000**
FRINGE BENEFITS – NON E&G

Enter whole dollars for positions budgeted by lump sum
Estimate fringe at 3%
Add additional fringe for all positions as needed

Verify dollars entered tie to the Departmental Budget Form

<table>
<thead>
<tr>
<th>Position Type</th>
<th>BEG Balance</th>
<th>BEG Balance</th>
<th>Part-Time and Other Positions - Fringe Input</th>
<th>Salary Subtotal</th>
<th>Part-Time and Other Positions - Fringe Subtotal</th>
<th>Fringe Subtotal</th>
<th>50205 - SW Non Tenure Track</th>
<th>50210 - SW Summer Faculty</th>
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<tbody>
<tr>
<td>Additional Fringe Adj</td>
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</tr>
<tr>
<td>GRA Positions</td>
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<td>20,000</td>
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<td>GTA Positions</td>
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<td>20,000</td>
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<td></td>
</tr>
<tr>
<td>Part-Time Faculty Positions</td>
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<td>1,100</td>
<td>20,000</td>
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</tr>
<tr>
<td>Part-Time Staff Positions</td>
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<td>1,100</td>
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<tr>
<td>Student Positions</td>
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<tr>
<td>Summer Faculty Positions</td>
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<td>Work-Study Positions</td>
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<tr>
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</tr>
<tr>
<td>Departmental Budget Form ZS</td>
<td>Departmental Budget Form ZS with GL</td>
<td>Departmental Budget - All IG/IGL Accounts</td>
<td>Departmental Budget Form PRINT VERSION</td>
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</table>

### Departmental Budget Form ZS

<table>
<thead>
<tr>
<th></th>
<th>FY18 Actual</th>
<th>FY19 Budget</th>
<th>FY20 Budget</th>
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<tbody>
<tr>
<td>Year/Total</td>
<td>Year Total</td>
<td>Year Total</td>
<td>Year Total</td>
</tr>
<tr>
<td>Final</td>
<td>Post Final</td>
<td>Working</td>
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<tr>
<td>Load</td>
<td>Load</td>
<td>Budget Office Adjustments</td>
<td>Budget Office Adjustments</td>
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#### Operating Expenses

<table>
<thead>
<tr>
<th>Item</th>
<th>FY18 Actual</th>
<th>FY19 Budget</th>
<th>FY20 Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Longevity Pay</td>
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#### Total Expenses

<table>
<thead>
<tr>
<th>Item</th>
<th>FY18 Actual</th>
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<th>FY20 Budget</th>
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</thead>
<tbody>
<tr>
<td>54402 - Longevity Pay</td>
<td>1,131</td>
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</table>

#### 54404 - Hazardous Duty Pay

<table>
<thead>
<tr>
<th>Item</th>
<th>FY18 Actual</th>
<th>FY19 Budget</th>
<th>FY20 Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>54401 - Unw Salary Supplement</td>
<td>1,486</td>
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<tr>
<td>57101 - Prem Share Active Suppl</td>
<td>23,783</td>
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<td>57103 - Prem Share Active - HEOI</td>
<td>70,755</td>
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<td>57105 - Prem Share 90-Day Wait Period</td>
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<tr>
<td>57392 - OASII Employer Match</td>
<td>16,953</td>
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<tr>
<td>57591 - Teacher Retirement Match</td>
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<tr>
<td>57592 - Optional Retirement Match</td>
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<tr>
<td>57593 - Optional Retirement Supplement</td>
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<td>57584 - Teacher Retirement 90-Day Wait</td>
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<td>57693 - V.S.L Assessment</td>
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<tr>
<td>57791 - Workers Compensation</td>
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<td>518</td>
<td>615</td>
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<td>57702 - Unemployment Compensation</td>
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<td>57819 - Accrued Fringes</td>
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</table>

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Departmental Budget Form ZS with GL | Departmental Budget - All IG/IGL Accounts | Departmental Budget Form PRINT VERSION
**B LEVEL M&O**

Enter whole dollars as lump sum

Review prior year spending to estimate budget

Departmental Budget Form ZS

Departmental Budget Form ZS with GL

Departmental Budget - All KK/GL Accounts

Departmental Budget Form PRINT VERSION

Departmental Budget Form ZS

Cost Center
C310122: 310122 BUDGET AND FINANCIAL PLANNING

<table>
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<tr>
<th></th>
<th>FY19 Actuals</th>
<th>FY20 Budget</th>
<th>FY21 Budget</th>
<th>FY20 Actuals</th>
<th>FY21 Budget</th>
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<th>FY21 Budget</th>
<th>FY21 Budget</th>
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<tr>
<td><strong>Wages</strong></td>
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<tr>
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<td></td>
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<tr>
<td><strong>Travel Expense</strong></td>
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</tr>
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</table>

**M&O Budget will load into UT Share at the A-level**
**GL LEVEL M&O**

Budget by GL Accounts
Use to analyze budget vs actual expenses

### Departmental Budget Form ZS with GL

#### Cost Center

<table>
<thead>
<tr>
<th>Department</th>
<th>Code</th>
<th>Description</th>
<th>FY19</th>
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<th>FY19</th>
<th>FY20</th>
</tr>
</thead>
<tbody>
<tr>
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<td>YearTotal</td>
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<td>Final</td>
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<tr>
<td>Load</td>
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<td></td>
<td>Budget Office Adjustments</td>
<td>Budget Office Adjustments</td>
<td>Post Final</td>
<td>Post Final</td>
</tr>
<tr>
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<td>310122 BUDGET AND FINANCIAL PLANNING</td>
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<table>
<thead>
<tr>
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<th>Description</th>
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<th>FY20</th>
<th>FY19</th>
<th>FY20</th>
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</thead>
<tbody>
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<td>63632</td>
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<td>63821</td>
<td>Maint Repair Computer</td>
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</tr>
<tr>
<td>54101</td>
<td>Copying/Printing Services</td>
<td>350</td>
<td>300</td>
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<td>512,370</td>
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<td>26,000</td>
</tr>
</tbody>
</table>

**Note:** The table shows budget vs actual expenses for different cost centers and departments.
BUDGET RECONCILIATION

• Comparison of prior year Post Final budget to current year Department Working Total budget by cost center for all departments; only budgeted cost centers are shown
BUDGET RECONCILIATION

• Adjustment options to balance budget
  • Wages
  • M&O
  • Fund transfers
    • Contact source for additional funding if outside your department
    • Verify cost centers are balanced after modifications
• Position funding changes
  • Use when Wages and M&O are not available
  • Reduce distribution percentage from 100%
    • Balance cost centers that share position funding
• Ensure all budgeted positions and salaries are captured and accounted for on the Departmental Budget Form
• Total income and expense line should equal zero
  • Exceptions made for adjustments not completed by departments
    • E&G Allocations
    • Transfer in Designated Tuition
    • Instructional Reserve (Academic Only)
    • Planned Additions
    • Mandatory Fees
    • Merits
  • Do **not** enter negative numbers
• Make proper adjustments to balance budget, if necessary
• Reconciliation of changes worksheet should agree with the Departmental Budget Form
### Final Review
#### Reconciliation of Changes

<table>
<thead>
<tr>
<th>Department</th>
<th>Source of Revenue</th>
<th>Original FY20 Budget = Prior FY Post Final</th>
<th>Adjustment Description = all modifications in category</th>
<th>Increase/Decrease = modification amount</th>
<th>Proposed FY21 Budget = Department Working Total</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>E &amp; G Template</strong></td>
<td><strong>Reconciliation of Changes</strong></td>
<td><strong>615105</strong></td>
<td><strong>200110</strong></td>
<td><strong>A</strong></td>
<td><strong>B</strong></td>
</tr>
<tr>
<td><strong>State Appropriation</strong></td>
<td></td>
<td>121,000.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Original FY20 Budget</td>
<td>Adjustment Description</td>
<td>Funding Source</td>
<td>Increase (+)</td>
<td>Decrease (-)</td>
</tr>
<tr>
<td></td>
<td>State Appropriation</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Briggs - Promotion</td>
<td>500.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Hara - Reassigned</td>
<td>10,000.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Smith - New Hire</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Total Adjustments</td>
<td>10,500.00</td>
<td></td>
<td>(6,000.00)</td>
<td></td>
</tr>
<tr>
<td><strong>Expenses</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Staff Salaries</strong></td>
<td>9,000.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>A1000</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Total Adjustments</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td><strong>Faculty Salaries</strong></td>
<td>112,000.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>A2000</strong></td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td></td>
<td>Total Adjustments</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td><strong>Wages</strong></td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td><strong>A1200</strong></td>
<td>No changes</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Teaching Assists</strong></td>
<td></td>
<td></td>
<td></td>
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<td></td>
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<tr>
<td><strong>A2100</strong></td>
<td>No Changes</td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td><strong>Operating</strong></td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td><strong>A4000</strong></td>
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<td></td>
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<td></td>
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</tr>
<tr>
<td></td>
<td>Total Adjustments</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td><strong>Total Expenses</strong></td>
<td>121,000.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total Income - Expenses</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Budget should balance to zero unless you have documented approval for an exception

Due April 10, 2020

**REQUIRED DOCUMENT**
## Final Review
### PBCS Departmental Budget Form

#### Color Key Code:
- **Yellow**: Actuals loaded into PBCS from UT Share
- **Blue**: Post Final Budgets from Prior Years
- **Red**: Baseline Budget including Permanent additional funds entered by the Budget Office
- **Green**: Department Working Total
- **Dark Red**: Budget Office Adjustments only

#### Table:

<table>
<thead>
<tr>
<th>Cost Center</th>
<th>FY Actuals Import from UT Share</th>
<th>Prior FY Post Final</th>
<th>No entries made by Department</th>
<th>Variance between FY20 post final and FY21 (right column)</th>
<th>No entries made by Department</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>FY20</td>
<td>FY20</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>All Revenue</td>
<td>409,636</td>
<td>2,216,428</td>
<td>321,356</td>
<td>445,328</td>
<td>456,878</td>
</tr>
<tr>
<td>All Expenses</td>
<td>408,802</td>
<td>1,322,808</td>
<td>321,356</td>
<td>445,328</td>
<td>456,878</td>
</tr>
<tr>
<td>Total Income and Expense</td>
<td>144 806,620</td>
<td>0 0</td>
<td>0 0</td>
<td>27,155 27,155</td>
<td>0 0</td>
</tr>
</tbody>
</table>

Salaries and fringe amounts are pulled from Position Data. Only reserve salary, MBO, travel, and longevity entered manually.

All Budget Office adjustments: changes in Designated Tuition transfer, state appropriations, merit, faculty promotion, IR adjustments, etc.
Other documents created by administrative staff from academic units to help with the budget process

- Guide to PBCS Budget Processing
  - step by step instructions for budget review and completion
- Planning Budget from Salary Roster
  - Instructions for tracking position adjustments

All materials available on the Budget Office website: https://www.uta.edu/business-affairs/budgeting/index.php
FINAL REVIEW

• Department Check list
• Prior FY Post Final vs Dept Working Total for CC by Dept PBCS form
• Instructional Reserve (IR) Process
  • questions should be directed to the Provost Office
• Reconciliation of Changes worksheet
• Salary Roster (Original & Modified)
• Fund Transfer Rules

All materials available on the Budget Office website: https://www.uta.edu/business-affairs/budgeting/index.php
QUESTIONS???