

# FY2017 Account Manager Budget Workshop



**FISCAL YEAR 2017**

# Account Types by Funds



**Account begins with:**

- 1- State appropriations & Statutory Tuition**
- 2- Designated Tuition & Fees**
- 3- Auxiliary**
- 4- Grant funds**

# Canopy



- **Budget Pools**
  - **1100      Salaries**
  - **1700      Wages**
  - **1900      Benefits**
  - **3000      Other Expense**
- 
- **Canopy is web version of FAMIS- Financial Accounting Management Information System**

# Canopy



Object Code	Description	C P	Budget	Available
1100	Salary Pool		\$36,207.66	\$36,207.66
1510	Sal-Support Staff - Professional		\$3,291.66	\$0.00
****	Total Salary Pool		\$39,499.32	\$36,207.66
1700	Wages Pool		\$73,556.25	\$73,556.25
1940	Supplemental Compensation		\$30.00	\$0.00
****	Total Wages Pool		\$73,586.25	\$73,556.25
1900	Benefits Pool		\$229.21	\$229.21
1910	Employee Insurance Payments		\$507.38	\$0.00
1920	FICA Contributions (OASI Matching)		\$233.02	\$0.00
1945	Worker's Compensation Assessments		\$3.32	\$0.00
1950	Unemployment Compensation Insurance		\$3.32	\$0.00
1960	TRS Matching Contribution		\$223.83	\$0.00
****	Total Benefits Pool		\$1,200.08	\$229.21
3000	Other Expense Pool		\$35,206.12	\$35,206.12
4010	Supplies - Office General		\$327.09	\$0.00
5115	Telecom-Monthly Charge		\$455.88	\$0.00
5670	Other Contracted Services		\$400.00	\$0.00
6338	Catering Services		\$65.00	\$0.00
9600	Indirect Cost Pool		\$45,000.00	\$45,000.00
****	Total Other Expense Pool		\$81,454.09	\$80,206.12
****	Total Expenses		\$195,739.74	\$190,199.24

**Traintraq has Canopy training courses**

# Reconciling Accounts



DATE	VENDOR	USER REF #	PO #	WAGES	OPEN COMMITMENT	EXPENSE	BALANCE
9/1/2015	Operations & Maintenance						\$87,911.00
	Wages						\$79,869.00
	Benefits Pool Allocation						\$6,110.00
9/1/2015	OCLC Balance (Brought Forward From FY15)						\$1,298.55
9/1/2015	Grand Storage (Brought Forward From FY15)						\$28.44
9/1/2015	Regional Systems - Software for security cameras (Brought Forward From FY15)						\$220.00
9/1/2015	OCLC Balance (Brought Forward From FY15)*		P500046		\$1,298.55		
9/1/2015	Grand Storage (Brought Forward From FY15)*		P500048		\$28.44		
9/1/2015	Regional Systems - Software for security cameras (Brought Forward From FY15)	*	P500684		\$220.00		
9/1/2015	Amigos - TexPress Courier 9/1/15-8/31/16	* 1	P600029		\$4,300.00		
9/1/2015	OCLC FY16 Subscription 7/1/15 - 6/30/16	2	P600031		\$17,020.62		
9/1/2015	Grand Storage Solutions - univeristy shredding 9/1/15 - 8/31/16	3	P600030		\$1,200.00		
9/8/2015	Innovative - Annual Maintenance Agreement 9/1/15 - 8/31/16	* 4	P600038		\$39,252.00		
9/9/2015	Grand Storage Solutions FY15	4	P500048		(\$28.44)	\$40.00	

# Budget Transfers



TEXAS A&M UNIVERSITY - TEXARKANA			
BUDGET TRANSFER REQUEST			
Date:	<input style="width: 90%;" type="text"/>	<i>For Accounting Office Use Only</i>	
From Account Name	<input style="width: 90%;" type="text"/>	BJN #	<input style="width: 80%;" type="text"/>
Account Number	<input style="width: 90%;" type="text"/>	Date	<input style="width: 80%;" type="text"/>
Responsible Person:	<input style="width: 90%;" type="text"/>	Recorded by:	<input style="width: 80%;" type="text"/>
EXPLANATION/TYPE			
<input type="checkbox"/>	BUDGET TRANSFER	FROM ACCT:	<input style="width: 80%;" type="text"/>
		TO ACCT:	<input style="width: 80%;" type="text"/>
<input type="checkbox"/>	BUDGET TRANSFER BETWEEN POOLS		
EXPLANATION- attach any additional documentation			
<input style="width: 100%; height: 100%;" type="text"/>			
<input style="width: 100%; height: 100%;" type="text"/>			
<input style="width: 100%; height: 100%;" type="text"/>			
BUDGET POOL		FROM AMOUNT	TO AMOUNT
SALARY POOL	1100	<input style="width: 80%; height: 20px;" type="text"/>	<input style="width: 80%; height: 20px;" type="text"/>
LONGEVITY POOL	1600	<input style="width: 80%; height: 20px;" type="text"/>	<input style="width: 80%; height: 20px;" type="text"/>
WAGE POOL	1700	<input style="width: 80%; height: 20px;" type="text"/>	<input style="width: 80%; height: 20px;" type="text"/>
BENEFIT POOL	1900	<input style="width: 80%; height: 20px;" type="text"/>	<input style="width: 80%; height: 20px;" type="text"/>
OTHER EXPENSE POOL	3000	<input style="width: 80%; height: 20px;" type="text"/>	<input style="width: 80%; height: 20px;" type="text"/>
Total		<input style="width: 80%; height: 20px; text-align: center; font-size: x-small;"/> \$0.00	<input style="width: 80%; height: 20px; text-align: center; font-size: x-small;"/> \$0.00

# Responsibilities of Account Managers



- **Reconcile accounts monthly**
- **Review account balances PRIOR to attempting to make purchases or payroll payments**
- **Do not consider wage & benefit allocations as operating funds- they are not!**
- **Spend responsibly**

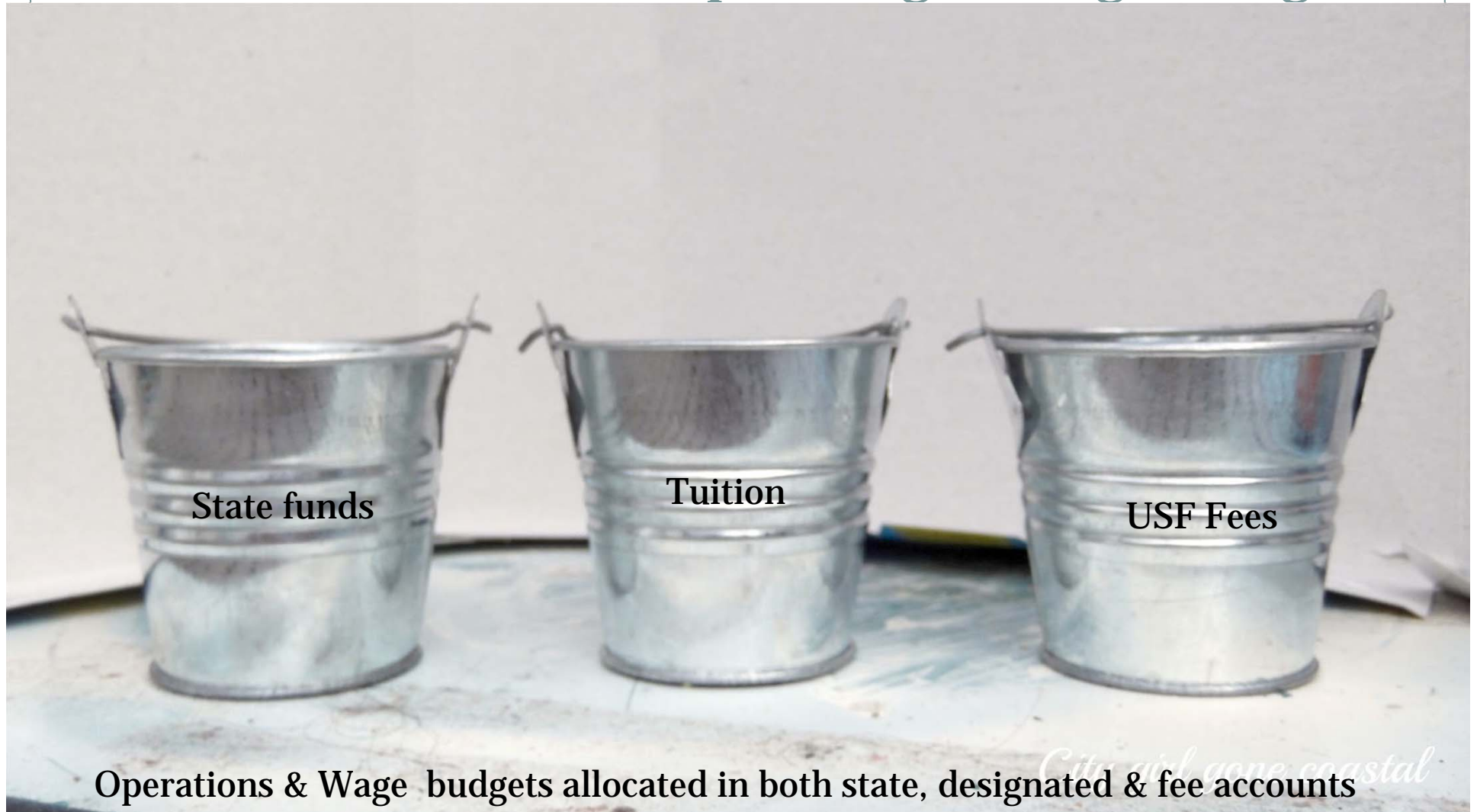
# FY2017 Operating Budget Process



- **Priority Order of funding:**
  1. Personnel Costs (salaries & benefits)
  2. System Assessments & Debt Service
  3. University Contracts
  4. Operations(Other Expense Pool) & Wages



# FY17 Funds Used for Operating & Wage Budgets



# FY2017 Operating Budget Process



- **Phase 1: Allocation 1 & 2**
  - Designated Accounts
  - USF Accounts
  - State Accounts
  
- **Phase 2: Potential for Roll-over Funds**
  - Designated Accounts
  - USF Accounts

# Travel



## Travel on State Funds

When traveling on state funds you **MUST** follow ALL state rules and regulations. Below are a few things to be aware of.

### **Hotel/Meals:**

You must strictly follow the GSA rates for lodging and meals.

<http://www.gsa.gov/portal/content/104877>

**Tips:** If you charge tips on your university travel card then the tips will need to be allocated to a local account when the expense report is completed. If a local account is not available, then the amount of tips will be owed back to the university.

You **MUST** always use the **most cost effective** means of travel.

**Mileage:** When claiming mileage on state funds you must either use the mileage calculator built into Concur or complete the mileage worksheet that is available on the Travel Website. The worksheet must be completed in detail with odometer readings along with points A to B, B to C, C to D, etc.

Below is the link to the TexTravel website that you may refer to for all questions to state travel.

<https://fmx.cpa.state.tx.us/fmx/travel/texttravel/index.php>

If you have any additional questions you may contact the Travel Office.

903-223-3112

[mwhisenhunt@tamut.edu](mailto:mwhisenhunt@tamut.edu)

**Always best to ask permission vs. forgiveness when dealing with state funds.**

# Purchasing



- **Cynthia Henderson, Director of Purchasing / HUB Coordinator / Payment Card (P-card) Administrator**

- \*Registration fees -If paid via P-card and a state account will be used, forward copy of invoice to Accounts Payable
- \*Advance Payments -Must meet specific criteria, Please contact Purchasing
- \*Alcoholic Beverages -State funds may not be used to purchase alcohol or for personal consumption or entertainment. (See System Policy - <http://policies.tamus.edu/34-03.pdf>)
- \*Flowers -State funds may not be use to purchase flowers, floral arrangements, or for decorative purposes.
- \*Plants -Plants can be purchased with local funds for common areas only (foyer), not for individual offices.

# Purchasing



\*Purchases - See System Policy - <http://policies.tamus.edu/21-01-12.pdf>

- Food for any purpose other than lab use (i.e., Human Sciences or Biology) require a request to purchase that answers the 5 W's (who, what, when, where, and why) before it can be approved for payment.
- *“Who” must be the names of the individuals attending the event.* Sign-in sheets are required; exception is events attended by members of governing boards or dignitaries (a membership list or roster list must be attached) or for events attended by the general public

\*Gifts/Service Awards – See System Policy - <http://policies.tamus.edu/31-01-10.pdf>

\*All System Policies located at: <https://www.tamus.edu/legal/policy/>

# Questions?



# Budget Office Contact Information



**RAMONA GREEN**

*Director & Coordinator of Budgets  
Office of Finance & Administration*

Tel. 903.223.3058

Fax. 903.223.3199

Email. [RGreen@TAMUT.edu](mailto:RGreen@TAMUT.edu)

7101 University Avenue • Texarkana, TX 75503 • [www.TAMUT.edu](http://www.TAMUT.edu)



**Budget Website:**

<https://www.tamut.edu/About/administration/Budget-and-Planning/index.html>