

**STEP BY STEP PROCEDURES
FOR PREPARING BUDGET PROJECTIONS FOR
SUBR AUXILIARY FUNDS EXPENDITURE AND REVENUE**

PURPOSE

The purpose of this Operating Policy/Procedure (OP) is to establish the procedures and guidelines to prepare the Budget Projections for SUBR Auxiliary Funds Expenditure and Revenue in a timely manner. This policy sets forth guidelines to insure that the Budget Projections for SUBR Auxiliary Funds Expenditure and Revenue is prepared timely in compliance with university, state and federal regulations, policies and procedures.

OVERVIEW

The General Accounting Section of the Comptrollers Office has the vested responsibility for the financial administration of preparing the Budget Projections for SUBR Auxiliary Funds Expenditure and Revenue in a timely manner for the Southern University System. Accordingly, the staff must keep abreast of constantly changing policies and procedures to ensure compliance with the policies and procedures of the Federal agencies and the University. The accountants in this office function as the financial liaisons University staff, and other campus administrative offices on financial matters related to prepare the Budget Projections for SUBR Auxiliary Funds Expenditure and Revenue timely.

DEFINITION

None.

AUTHORITY FOR WRITING, UPDATING AND INTERPRETATION

The authority for writing, updating and interpreting the applicable policies and procedures is vested with the Office of the Vice Chancellor for Finance and Administration.

The authority for compliance with these requirements rest with the Office of the Comptroller, Division of General Accounting through the Associate Comptroller for Financial Accounting and Disbursement Operations, Financial Accounting Manager and the Associate Vice Chancellor for Financial Operations and Comptroller.

RESPONSIBILITY FOR NOTIFICATION OF CHANGES

The responsibility for notification of changes in applicable regulations, policies and procedures is vested with the Office of the Comptroller: Division of General Accounting.

DUTIES AND RESPONSIBILITIES

The Accountant within the Comptroller's Office is responsible for the preparation and submission of the Budget Projections for SUBR Auxiliary Funds Expenditure and Revenue.

This task is to be completed by the 10th of each month. The steps required for processing are outlined below.

Expenditure:

1. The first thing the Auxiliary accountant used in preparing the budget projection for the end of the month is by securing the FBM095 report by map code.
2. The following is a list of schedule using in preparing budget projection:
 - Revenue and projection Schedule
 - Summary Report Form-All revenue, expenditure, and projected expenditures
 - Summary of Remaining Balance and Budget Projection
 - Actual Expenditures Schedule
 - Encumbrance Schedule
 - Salaries Schedule
 - Utilities Schedule
 - Transfer of Fund Schedule
 - Explanation of Schedule
 - Variance Schedule
 - Print screen 19 and detail off screen 23 salaries, utilities, telephone, and any error you find a copy of the 425 for salaries
 - Budget for current year, budget for prior year, actual revenue and expenditures.
3. The accountant prepares a worksheet for each schedule.
4. SCHEDULES-SUMMARY OF REMAINING BALANCE AND BUDGET PROJECTION
 - Original budget-this amount comes off the FBM095 (actual budget for current year or last year budget)
 - Revised budget-this amount comes off the FBM095
 - Budget available to spend-formula
 - Total Expenditures per FBM095
 - Total Expenditures to date-formula
 - Essential expenditure thru June 30...-Salaries amount comes from salaries schedule
 - Fringe Benefit-percentage used

- Other expenditure are projected by the actual amount used from budget amount available to spend from obligation amount or you may use the actual amount
 - Divide by the number of month recorded time the remaining month
 - Unpaid Obligation-this amount come from the fbm095 under encumbrance
 - Adjustments to Unpaid Obligation-if any adjustment
 - Total to Adjusted Unpaid Obligation-formula
 - Current Projected Expenditures @ June 30 of current year-Formula-Total Expenditures to date plus Essential plus Unpaid Obligation and adjustment
 - Prior year Expenditures @ June 30 of prior year-Actual expenditures at June 30 of prior year
 - Difference for C/Y vs. P/Y
 - Uncommitted Budget Balance-Budget Available to Spend-Current Projected Expenditure @ June 30 of current year
 - Total Projected Expenditure – Total Projected Revenue-Current Projected Expenditure @ June 30 of current year
 - Projected Balance.
5. Reconciliation Schedule of Actual Expenditures-FBM095-Any adjustment to expenditures.
 6. Reconciliation Schedule of Encumbrance-FBM095.
 7. Salaries Comparison –
 - a. Monthly-total payroll recorded for that monthly time the remaining Payroll left (12 monthly)
 - b. Biweekly-Take one payroll times the number of payroll remaining (26 bi weekly) and other information code under salaries
 - Actual Salaries Recorded-FBM095 under salaries
 - Projected Salaries @ June 30 of current year-Projected Salaries plus Actual Salaries Recorded
 - Salaries @ June 30 of current year-prior year actual
 - Salaries @ June 30 of prior year-Actual Salaries at last year
 - Difference-Difference between Projected and Salaries at June 30 of prior year
 8. Utilities Schedule Adjustment
 - Actual Expenditures per FBM095
 - Average Monthly Payment-Use the information on screen 19 and screen 23
 - Gas-3795
 - Electricity-3796
 - Water-3797
 - Sewer-3798
 - Months Remaining
 - Projected Payments
 - Projected Expenditures
 - Actual at June 30 of prior year-last year amount

- Projection for June 30 of current year
 - Difference-Actual at June 30 of current year from Projection for June 30, 2004.
9. All information is summarized on the Report Form.
 10. Include all documentation that supports essential expenditure and reference to the page.
 11. Submit to the Accountant Supervisor.

Revenue:

1. In preparing to do Revenue projection, we need the FBM 095 by map code for all Auxiliary Fund (see service request attached). Listed below are the names of funds and codes:
 - Vending Concession 3-16002
 - Student Union, Game room, and Vending Concession 3-16103, 3-16105, 3-16106
 - Housing Department 3-16202 through 3-16219
 - Bookstore 3-16301
 - Food Service 3-16401
 - Infirmary 3-16501
 - System Administration 3-16901
 - Laboratory School Lunchroom 3-17000
 - Extended Day 3-17500
 - Athletic 3-18001 through 3-18019
 - Sales & Pharmaceuticals 3-16502.
2. The accountant request a sub code report-(sub code number from 00100-99999) from ISD (see service request attached).
3. Obtain the current year and prior year budgets from James Cannon, Budget Officer.
4. Create a schedule in excel for the following:
 - Type of Income – Include a brief description
 - Actual Revenue – Obtained from FBM 095
 - Adjustments – Usually includes coding errors. Support usually includes a copy of the FRS Screen 023 to determine what the error is and to get the batch/receipt/voucher number to pull the support documentation to support the error
 - Total Current Rev and Additions – Formula = Actual Revenue + or – adjustments
 - Projected Revenue – Registration is the amount not recorded by sub code or for the Summer we use the actual amount for the summer before
 - Other revenue is the number of payments received per contract divided by the remaining amount due
 - Total Projected Revenue-Formula +Total Current Rev and Additions plus

Projected Revenue

- Budget-The budget comes from budget office with the Chancellor's approval
 - Revenue + or – Budget-Formula-Total Projected Revenue form Budget
 - Prior year Revenue-Actual revenue for the year end (screen 018, 019, and 023). This information can be found on the close FBM 095 and FBM 094
 - Variance-Formula-Total Projected Revenue from prior year Revenue.
5. Submit to Accounting Supervisor for review and approval.
 6. Submit to Director of Accounting Services for approval.
 7. Submit to Associated Comptroller for approval.

- ☐ Approved
☐ Disapproved

Mrs. Gwendolyn A. Bennett
Associate Vice Chancellor for Financial Operations/Comptroller

- ☐ Approved
☐ Disapproved

Mr. Flandus McClinton, Jr.
Vice Chancellor for Finance and Administration