PROCEDURE:

I. Fiscal Manager Responsibilities

A. Verify budget allocations recorded in Banner Finance

1. A date is selected and a snapshot of the budget is captured to establish the beginning operating budget and to generate the necessary reports for Board of Regents approval. Reports are distributed to departments and data is entered in the Banner Finance module based on this snapshot. Fiscal managers compare the budget allocations recorded in Banner Finance with the budget allocations recorded in the distributed budget reports. Discrepancies are reported to the Budget Office.

2. Employment and operating budget changes made after the snapshot date are entered as budget adjustments in Banner Finance after September 30. Additional revisions are requested by fiscal managers by submitting a budget adjustment form to the Budget Office. Budget adjustment forms are available through the MSU Billings web page www.msubillings.edu/technology/forms/.

B. Monitor salary and hourly wage budgets and expenditures

1. Part-time faculty appointments - Allocations are transferred to department budgets based on approved ETFs. The budget and actual expenses for department part-time faculty should be equal once the budget adjustments are processed each term. If not, the fiscal manager should contact the Budget Office.

2. Summer session faculty appointments – Allocations are transferred to department budgets based on approved ETFs. The budget and actual expenses for summer session should be equal once the budget adjustments are processed. If not, the fiscal manager should contact the Budget Office.

3. Hourly wage employment - For academic departments, operating budget lines are used to cover the costs associated with hourly wage and student employees. Requests for additional funds should be directed to the appropriate dean.

4. Communication devices (cell phones, etc) – Salary allowances for the business use of communication devices are charged against the department operating budget in account code 61311. The associated budget is transferred from a line within the department’s operating budget. The budget adjustment is submitted to the Budget Office.

5. The Budget Office monitors salary budgets and salary expenditures. Fiscal managers notify the Budget Office if salary budgets or expenditures are posted to an incorrect department. The salary encumbrance feature in Banner is used to calculate and deduct projected salary costs from the budget for the entire fiscal year. Salary encumbrance amounts are displayed in the “commitments” column in FGIBDST. The encumbrance process works well for the majority of 1 FTE positions. For less than 1 FTE positions, the encumbered amount may not be as helpful in monitoring your available budget. Unfortunately, the encumbrance calculation is not accurate for faculty salaries which are paid over 26 pay periods because the payments cross fiscal years. Encumbrance amounts are updated every other Monday.
C. Monitor operating budgets and expenditures

1. It is essential that expenditures are monitored for appropriateness and total expenditures do not exceed the total budgeted amount.

2. If unanticipated expenditures are encountered, the fiscal manager may request additional budget authority from the respective dean or Vice Chancellor.

3. Unspent budget remaining at June 30 will not carry forward into the next fiscal year.

4. Deficits at June 30 may cause a reduction in the associated budget for the next fiscal year.

REFERENCES: