Budget and Finance Group
Meeting Notes
August 12, 2009

Agenda

- New reports: 22, 23, 24 – Mike Burghart
- Budgeting for furloughs – Lee Lindsey
- MBA Fee – Lee Lindsey
- Procard – Colby Smart

Meeting Handouts

- New Reports: 22, 23, 24 Samples

New Reports

People around campus asked for more reports to be available to users. Users wanted new versions of the old AMO90 and AMO91 reports from the old system, which summarized expenses by month and year to date, and then provided the detail behind the transactions. A small group met to spec new versions of the old reports and then a consultant worked to build the reports in PeopleSoft. The result is three new reports: HUMGL022, HUMGL023 and HUMGL024. The reports are at the department level, so one department can be viewed at a time.

Samples of the reports were passed out and Mike Burghart and Tawny Brunner walked through the reports using a projector:

HUMGL022
- Report shows Original Budget, Revised Budget, Current Month and Year to Date activity summarized by Account, along with Balance and % of Budget Spent
- Report shows all accounts displayed without program codes, followed by accounts with program codes
- Summary totals on last page by subaccount (object group)

HUMGL023
- Gives detail behind the HUMGL022 for the “Current Month” column
- Report provides Journal ID detail by Account, along with some vendor and invoice # detail
- Report shows all accounts displayed without program codes, followed by accounts with program codes

HUMGL024
- Gives detail behind the HUMGL024 for the “Encumbrance” column
- Reports shows PO ID, Vendor, PO Description and PO Date information
- Report shows encumbrance amount detail by Original Amount, Spent PO Amount and PO Remaining Balance

An additional report is in development to breakdown the HUMGL023 salary and benefit data by Employee Name and Position Number, which is available in PeopleSoft HR, but not Finance.

**Budgeting for Furloughs**

Lee Lindsey covered the furloughs from a budget standpoint. Typically, the University Budget Office follows a specific process in loading the yearly budgets. The original budget is loaded in July, followed soon after by the encumbrance budget and the roll-forward budget. This year is different due to the implementation of the furloughs and the corresponding savings that are offsetting the reductions. The original budget was loaded first, which included large reductions that were centrally loaded in the VPs’ departments. Then, a revised budget was loaded to reduce the salary and benefit amounts in departments by the furlough savings to offset the reductions in the VPs departments. The University Budget Office calculated the furlough savings for the year and was asked to remove the furloughs from the budget to more accurately show the expected current year activity. The encumbrance and roll-forward budgets will be loaded into the system next week.

Tammy Curtis discussed the furloughs from a Human Resources (HR) point of view. Everyone is being furloughed with a few exceptions, such as some public safety. HR is currently developing an exception form to be completed by those individuals who are exempt from furloughs. Payroll does not know everyone who should be exempt, so if a person believes they should not be furloughed, they need to get in touch with HR and fill out the exception form. Similarly, if a department believes they may have an employee exempt from furlough, please contact HR. From the perspective of the State of California, everyone will be furloughed, so a person will not automatically be exempted, just because they should be. Guidelines for exactly who is exempted will be sent out as soon as they are received from CSU.

Payroll training will be happening on August 25 and August 27. If there are additional training suggestions regarding topics that might be helpful to manage workload, stress, etc. associated with furloughs, please contact Colby Smart, Jim Stemach, or Tammy Curtis. Also, there is a lot of information regarding the furloughs available on the HR website.

**MBA Fee**

Lee Lindsey covered the new MBA fee.

- Graduate Professional Business Programs fee – Executive Order No. 1042
- The fee is a category 1 fee, which is a systemwide mandatory fee. Any changes to the amount of the fee in the future will be made by the Chancellor’s Office.
- For HSU, the only program authorized to assess the fee is the MBA program
- The fee is charged per-unit to students admitted in the MBA program for all classes required for the program
- Non-MBA students taking MBA classes, will not be charged the fee
- MBA students taking classes not required to earn an MBA will not be assessed the fee
- Fee applies to students conditionally admitted to the MBA program who take pre-requisite classes
- Fee waivers apply to certain employees, such as for CSUEU, CFA and APC bargaining units, but check with Human Resources for specifics

Procard

Colby Smart gave a presentation on the Procard/Office Max conversion and demonstrated how to sign up for a Procard and how to use the system to review your orders and reconcile each month. Currently, many people on campus already use Procards, but starting September 30, Procards will be required to place Office Max orders.

Key aspects of the Procard
- Do not need to physically have a card
- Credit card # is attached to the Dept ID
- Card is not connected to you as a person, will not affect credit

Benefits
- Saves time
- Reduces paper consumption
- Streamlines process

Signing up
- Procurement website - http://www.humboldt.edu/~procure/
- Click on HSU Procard
- Fill out online application
- The person approving Procard charges must complete and sign a conflict of interest form

Process
- Purchase
- Reconcile monthly
- Account management
- Validate
- Run cardholder transaction report
- Expense log

Contact information for questions/problems
- If you questions over signing up for a Procard, please contact Dave Bugby
- For questions or problems related to the Procard, please contact Stephanie Steffen or Denise Gentry in the Procurement office.

Respectfully submitted,

Amber Blakeslee