

UNIVERSITY OF HOUSTON - CLEAR LAKE

## Budget Guidelines

## **Budgeting Overview**

Keeping in step with the University's goals and objectives, the budget cycle focuses on four specific processes: planning, budgeting, implementing, and assessing. Strategies are prioritized at the unit level, the division level, and finally, the component level to complete the process. Component administrators present their priorities to component faculty and staff. Component administrators then meet to combine their priority lists. The combined list is circulated to the campus community for review and then presented to the university community and Planning and Budgeting Committee (PBC). Following the discussion at this open meeting, the President and Vice Presidents review any comments received and forward the final priority list to PBC. PBC prioritizes and funds the strategies and forwards its final recommendation to the President. Upon the President's approval, the final priority list is distributed to the university community and the funded priorities are input as part of the budget development process.

Each unit is responsible for developing its budget. The Business Administrator for each division will coordinate the budget development process, submit budget data to the Budget Office for entry and verify other data input by the Budget Office. Following the budget calendar, base data will be extracted from the Financial System and the Human Resources System and loaded into Hyperion. Then each area will begin developing their budget.

The Planning and Budget Office's (PBO) objectives throughout the budget process are to encourage open communication at all times and to provide assistance and guidance as needed. For assistance, please call X2120.

## **Budget Development**

### **Hyperion Planning and Budget**

The Hyperion Planning and Budget system will be utilized to analyze and prepare the operating budget. Refresher training and training for all new employees will be conducted prior to budget development. All planning and budget development forms, guidelines, and policies are found on the PBO's website.

### **SECURITY AUTHORIZATIONS**

The Hyperion Planning and Budget system is designed to maintain the security and integrity of budget data which is monitored by UH security specialists. Department security is set for each user and the data accessed is determined by Department Code. As a result, department users can only see their data. Since PBO conducts all data entry, Business Administrators will only be given view only access.

### **ACCOUNTABILITY**

Business Administrators are accountable for the accuracy and completeness of data entry. Although the PBO is responsible for the correctness of the University's Budget, individual units must reconcile their own cost center totals with their allocations and/or reductions. The units must secure all budgetary information to ensure confidentiality until the final budget is approved by the Board of Regents.

### **CENTRAL FUNDS**

#### **STATE FUNDS BUDGET-1051 &1052**

#### **DESIGNATED FUND BUDGET - 2064**

The PBO will provide each Business Administrator with check totals by area for university allocations to assist in the reconciliation process. Upon updated completion in Hyperion, the Proposed Budget must agree with the Budget Goal provided in Hyperion.

Units receiving fund central fund allocations will have base and current expense budgets loaded to PeopleSoft from Hyperion at the beginning of the fiscal year.

Each month, starting at the beginning of the fiscal year, current vacant position funding will be transferred to a central university operating cost center and base funding will remain in department. Once positions are filled, current funding will be returned for the remainder of the fiscal year.

Benefits for state and 2064 cost centers will be budgeted centrally. Unspent 2064 balances at the end of each fiscal year will be transferred to a central university operating cost center.

## **LOCAL FUNDS BUDGET- DESIGNATED (non-2064), AUXILIARY, RESTRICTED**

The annual budget preparation process includes estimating revenues and expenditures. All budgets from non-central sources must include projections for revenue. This should be based on historical data with adjustments for new activities for the coming year. There should also be a corresponding expenditure budget established in order to balance revenue to expense. The number of staff positions, size of maintenance and operations budgets and the budget total for each unit are based upon need, current projected income, and budgeted fund equity. Units supported by revenue producing programs will have base and current revenue and expense budgets loaded to PeopleSoft from Hyperion at the beginning of the fiscal year. This provides units that incur costs, prior to the receipt of revenue, the flexibility needed to start operations each year.

- **Revenue**

It is the responsibility of each unit, with the assistance of the Business Administrator, to provide a revenue estimate based on program activity and rate structure. At the end of the fiscal year, actual expenses may not exceed actual revenue plus budgeted fund balance. Each Business Administrator is responsible for monitoring the revenue and expense patterns throughout the year and will work with the PBO to make adjustments to refine their revenue projections as needed. Any increase to revenue must be accompanied by a justification that includes supporting data and projections before being submitted to the PBO for final approval.

Estimated Endowment Income is calculated by the UHS Treasurer's Office. The revenue budget may consist of endowment income and fund equity to support the expenditure needs for the fiscal year.

- **Administrative Charge**

For all self-supporting units (to include all auxiliary funds and sales and service revenue within designated funds) the administrative charge will be 8% of actual revenue. The projected administrative charge expense must be considered as the expenditure budgets are prepared. The activities classified as auxiliary or designated are basically self-supporting activities and as such, set cost of goods and services at a level to cover the normal operating expenses expected for operations. Auxiliary and designated cost centers have a basic need for administrative services; therefore, should be charged for a share of the administrative support expenses. These self-supporting units will be charged a percentage for administrative costs incurred in support of operation and maintenance. The administrative charge applies to all auxiliary fund cost centers (all revenue accounts) and all designated cost centers (only sales & service revenue accounts). This charge will be assessed at the end of each month during the year. These funds are used to support university needs.

- **Benefits**

Staff benefits, which are approximately 30% of gross salary, must be budgeted in the individual non-state funded cost centers. Starting in FY 20, positions expended on 2064 funds will have the corresponding benefit budget transferred to the appropriate cost center during budget development.

Longevity expenses are charged directly to the corresponding cost center(s) of where the position of the employee receiving longevity is paid from. For Base budgeting purposes, longevity expenses must be budgeted in a lump sum total for all employees receiving longevity in the same cost center in the B5006 budget node.

- **Fund Equity**

Budget balances available at year end in Designated (non-2064), Auxiliary (3XXX), or Restricted (4XXX) funds will be held in the department's unbudgeted reserve for use in future years. Departments should not budget fund balance during budget development. Any exceptions to this should be approved by the Planning and Budget Office.

## **ALL FUNDS**

- **Salary Budgets**

Salary adjustments may be made for the following:

New position, pay plan adjustments, merit pay, reclassification, equity adjustment and promotion.

New faculty and staff positions that are approved through the University's Initiatives Process and are funded centrally from state funds or designated tuition will receive base funding. However, current funding will not be received until positions are filled. The PBO will move the Current Budget to a central university cost center in September and return the Current portion needed for the remainder of the year once the position is filled.

- **Revenue and Expense Budget Nodes**

In order for revenue and expenses to post accurately during day-to-day processing, there must be a budget established in the corresponding Budget Node.

### Valid Revenue Budget Nodes:

<u>Budget Node</u>	<u>Account Range</u>
B4001 Tuition	40100-40299
B4002 Designated Tuition	40300-404 99
B4003 Student Service Fees	40500-40699
B4004 Other Fees	40700-40999
B4005 Remission & Exemptions	41000-41099
	55500-55999
	57010-57011
B4006 General Revenue Appropriation	41100-41103
	41106-41111
	41113-41299
B4007 Other General Revenue	41400-41499
B4008 Staff Benefits	41300-41399
B4009 Higher Education Assistance	41105-41105
	41500-41599
B4010 Federal Grants and Contracts	41600-41799
B4011 Indirect Cost Recovered - Fed	41800-41899
B4012 Fed Pass Thru from State Agency	41900-41999
B4013 IDC Recovered - Fed Pass Thru	42000-42099
B4014 State Grants & Contracts	42201-42299
B4015 IDC Recovered - State	42100-42199

B4016 State Pass Thru From State	42401-42403 42406-42408 42410-42499
B4017 IDC Recovered - State Pass Thru	42300-42399
B4018 Local Grants & Contracts	42500-42599
B4019 IDC Recovered - Local	42600-42699
B4020 Private Gifts	42900-42914 42916-43099 44400-44428
B4021 Private Grants & Contracts	43100-43100 43102-43199
B4022 IDC Recovered-Private Grant	42800-42899
B4023 IDC Recovered-Private Contract	42700-42799
B4024 INC/DEC in Fair Value of Investments	43200-43299
B4025 Other Investment Income	43300-43499
B4026 Endowment Income Distribution	43500-43599
B4027 Sales and Services - E&G	43600-43630 43635-43636 43639 43641-43999
B4028 Sales and Services - Auxiliary	43631-43634 43637-43638 44000-44399
B4029 Other Sources	44429-44439 44441-44795 44797-44799 49504
B4030 Among Funds-Mandatory	44801-44899
B4031 Among Funds-Non-Mandatory	44900-44999
B4032 Among Comp-Mandatory	44800 45000-45099
B4033 Among Comp-Non-Mandatory	45100-45199
B4034 Encumbrances	45200-45299
B4035 Fund Balance	45300-45399
{Use 4035 if budgeting reserves to offset base expense budget }	
B4036 Recovered Cost	50050-50099
B4037 Shared Appropriations	41104
B4038 General Revenue - Salary Increase	41112
B4039 License Plate Scholarship	42200
B4040 Texas Grant Program	42400
B4041 TCWS	42404
B4042 TASP	42405
B4043 Texas Excellence Fund	42409
B4044 Endowment Transfer	43101

Valid Expense Budget Nodes:

<u>Budget Node</u>	<u>Account Range</u>
B5005 Cost of Goods Sold	50000-50024
B5006 Salary and Wages	50100-50120 50122-50139 50220-50999 51400-51999
B5034 Tenure Track Faculty	50140-50149
B5035 Non Tenure Track Faculty	50150-50159
B5036 Adjunct Faculty	50160-50169
B5037 Graduate Assistants	50170-50179
B5038 Exempt Staff	50180-50189
B5039 Non-Exempt Staff	50190-50199
B5040 Student Employees	50200-50209
B5055 Summer Instruction	50210-50219
B5007 Benefits	51000-51399
{For non-state cost centers - if there is a S&W budget, there must be a Benefits budget}	
B5008 Capital	58000-58999
{Expenditures in B5008 should be equal to or greater than \$5,000}	
B5009 M & O	52000-57999 59000-59999
B5027 Bad Debt Expense	50025-50049
B5073 Purchased Utilities	52600-52605
B5076 Debt Service	54706-54709 54737 54739

## **CONTRACT AND GRANT FUNDS**

For reporting purposes only, all contracts and grants {fund 5XXX} will be budgeted in holding cost centers established for each division and will not load to PeopleSoft. In addition to estimating a balance available at year end, each division, with the assistance of Office of Sponsored Programs, will project any anticipated new awards.

## **PLANT FUNDS**

For reporting purposes only, plant funds {fund 7XXX} will be budgeted in holding cost centers and will not load automatically load to PeopleSoft. Facilities, Management, and Construction will provide estimates for the fiscal year project costs.