

## FY27 Budget Meeting Minutes – 02/3/26

Meeting notes:

- **Position Funding and Deactivation Procedures:** Georgeann led a discussion with Sandra, Dwayne, DeShawnda, and others regarding the process for associating cost centers and dollar amounts with deactivated and vacant positions, clarifying effective dates for deactivations, and addressing specific scenarios such as non-renewals and RIFs.
  - **Cost Center Association:** Georgeann emphasized the importance of ensuring all vacant positions have associated cost centers and dollar amounts, as this is necessary for funding vacancies carried over into the next year.
  - **Effective Dates for Deactivation:** Georgeann clarified that positions which are currently vacant non-renewals can be deactivated immediately. RIF'd positions should also be deactivated with a current effective date, rather than August 31st.
  - **VSIP Position Handling:** Georgeann explained that VSIP positions, whose last check is issued at the beginning of July, can have their deactivation effective in mid-July, and not necessarily at the end of August as previously done.
  - **PRF Submission Guidance:** In response to Sandra's question, Georgeann advised not to submit a PRF to inactivate VSIP positions currently should be marked for removal from Hyperion but kept active in HRIS.
- **Current EPRF and Fund Transfer Restrictions:** Georgeann provided instructions to the group regarding restrictions on transferring current positions to certain fund codes (1051 or 1052).
  - **Fund Transfer Prohibition:** Georgeann instructed participants not to transfer any current positions to fund codes 1051 or 1052 due to complications with fund one cost centers and benefit proportionality, as such transfers will not be approved by the Budget Office.
  - **Exception for Suspense Corrections:** An exception was noted for positions originally funded from 1051 or 1052 that are hitting suspense; in these cases, corrections are allowed if properly noted on the EPRF.

- **Grant-Related EPRFs:** Georgeann confirmed that EPRFs related to grants are permissible and not subject to the aforementioned restrictions.
- **Purchase Order System Update:** Georgeann and Deepu updated the team on the status of purchase order (PO) processing, including the verification of current and prior year POs, anticipated completion timelines, and recommendations for running financial reports.
  - **PO Verification Progress:** Georgeann reported that current year POs are now visible in the system, and prior year POs are being verified with expected reload by the end of the day or Wednesday.
  - **Manual Budget Check Requirement:** Deepu noted that for certain POs a manual budget check will be necessary after the update.
  - **Timeline for Financial Reports:** Deepu recommended waiting until Thursday or Friday to run financial reports, as the system and data refresh processes need to complete, but PO vouchers should be processable by the following day (Wednesday).
- **Budget Development Calendar and Reporting Tasks:** Georgeann outlined upcoming deadlines and tasks for college and division administrators, including a budget development session, due dates for reviews and projections, and the availability of new projection data and reports.
  - **Budget Development Session:** Georgeann reminded administrators to bring laptops to the budget development session to facilitate logging into Hyperion and stepping through relevant processes.
  - **Review and Projection Deadlines:** Georgeann stated that 2078 reviews and 2063 course fee projections are due by the end of the week, and acknowledged those who have already submitted their materials.
  - **Non-Endowment Projection Data:** Georgeann informed the group that non-endowment gift cost center projections (Fund 4041) have been placed in participant folders, and offered assistance with running the 1016 report for fund balance budgeting.
  - **Position Data Loading:** Georgeann explained that position data for the campus will be loaded the following morning. PBO will notify you when baseline reports may be run.

- **Fund Projection Coordination:** Georgeann mentioned ongoing efforts with Mitch and others to obtain IDC endowments and projections for Fund 5 and Fund 7, referencing collaboration with Doctor Reichert, Doug, Robin, and Tina.
- **Training Session Clarifications:** Deepu relayed a question from Faron regarding the necessity of attending the upcoming training, and Georgeann clarified attendance requirements and the session's focus on error resolution and report usage.
  - **Training Attendance Requirement:** Georgeann clarified that attendance at the Budget Development 2 training session is required for staff that will be entering directly into Hyperion.
  - **Training Content Overview:** Georgeann explained that the training will cover running reports, identifying and resolving errors in the dashboard, and empowering participants to address their own errors rather than relying on the budget office.

Follow-up tasks:

- **Fund 7 Projections:** Coordinate with Doug and Robin to obtain Fund 7 projections for the current budget cycle. (Mitch)
- **Prior Year Purchase Orders Verification:** Complete verification of prior year purchase orders and ensure they are updated in the system. (Deepu)