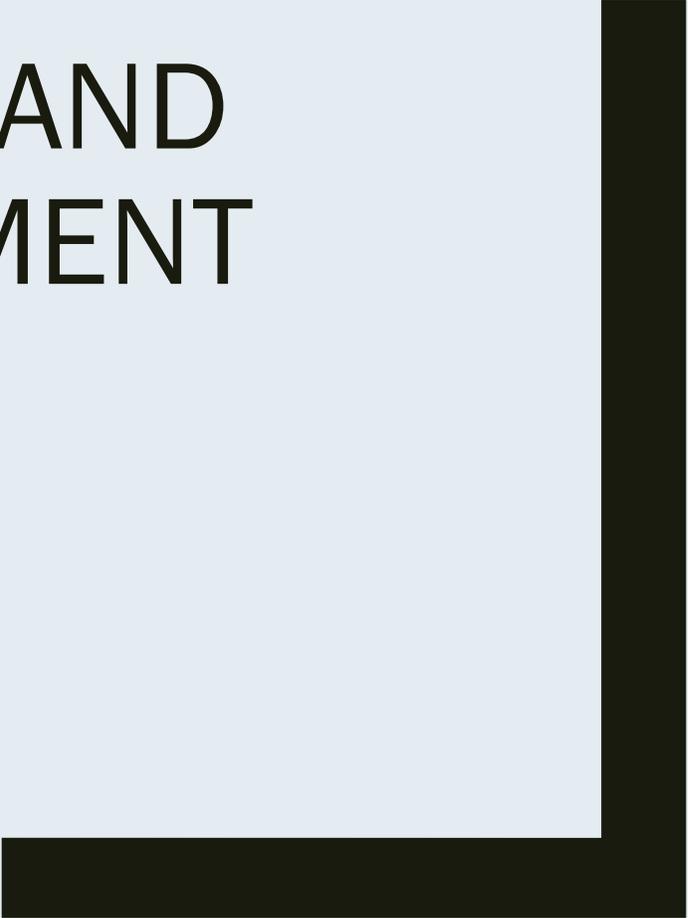




BUDGET OVERVIEW AND TRACKING: DEPARTMENT PERSPECTIVE

College of Letters & Science

November 19, 2019



Budget Overview and Tracking

- Decoding the Campus Account Structure
- Budget – One Word, So Many Meanings
- Using Tools to Track your Budget
- Resources
- Questions & Discussion

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DECODING THE CAMPUS ACCOUNT STRUCTURE

All of these terms are interchangeable and mean
Account String

- Account
- FAU (Full Accounting Unit)
- LAFS (Location Account Fund Sub)

DECODING THE CAMPUS ACCOUNT STRUCTURE

An **Account String** contains:

- Location
- Account
- Fund
- Sub
- (Object Code)

Full Accounting Units are established, defined and controlled by the University as they are used in preparing reports and must be strictly monitored.

DECODING THE CAMPUS ACCOUNT STRUCTURE

LOCATION

8-401234-19900-3-2000

Berkeley	1	San Diego	6
San Francisco	2	Santa Cruz	7
Davis	3	Santa Barbara	8
Los Angeles	4	Irvine	9
Riverside	5	Merced	10

DECODING THE CAMPUS ACCOUNT STRUCTURE

ACCOUNT

8-401234-19900-3-2000

The Account number indicates the *function* and “*owner*” and is used to group transactions by departments.

DECODING THE CAMPUS ACCOUNT STRUCTURE

ACCOUNT

The first two digits indicate the *function* of the account

40	Instruction & Research
43	Organized Activities – Other
44–59	Organized Research
66	General Administration
68	Student Services
78	Student Aid

(this is not a complete list of account functions)

DECODING THE CAMPUS ACCOUNT STRUCTURE

ACCOUNT

40 Instruction & Research

The general campus instruction and research (I&R) budget includes most of the direct instructional resources associated with the schools and colleges on the UC general campuses. The major items in this budget are faculty and teaching assistants, staff, instructional support and employee benefits.

DECODING THE CAMPUS ACCOUNT STRUCTURE

ACCOUNT

43 Academic Support - Other

Included in this category are various support activities that are operated and administered in conjunction with schools and departments.

DECODING THE CAMPUS ACCOUNT STRUCTURE

ACCOUNT

44 Research

The university is designated in the 1960 California Master Plan for Higher Education as “the primary State-supported academic agency for research.”

DECODING THE CAMPUS ACCOUNT STRUCTURE

ACCOUNT

78 Student Financial Aid

Students receive scholarships, fellowships, grants, loans, and work-study jobs to assist them in meeting the cost of their education. Financial assistance comes from the Federal government, the University, the State, and private and outside agencies.

DECODING THE CAMPUS ACCOUNT STRUCTURE

ACCOUNT

The last four digits indicate who is *responsible* for the account

BFS has the master table of accounts and uses a system to assign numbers to specific departments

DECODING THE CAMPUS ACCOUNT STRUCTURE

ACCOUNT

Example:

8-401234-19900-3: Instruction related account

8-401234-19900-3: Account is owned by Tree Ring
Science

DECODING THE CAMPUS ACCOUNT STRUCTURE

FUND

8-401234-19900-3-2000

A fund is a discrete monetary source, allocated for the purpose of meeting certain programmatic or contractual objectives and often has associated regulations, restrictions or limitations that require separate budgeting and accounting.

DECODING THE CAMPUS ACCOUNT STRUCTURE

FUND

- | | |
|-------------|------------------------------------|
| 04100-09599 | Endowment and Similar Funds |
| ▪ 05397 | Educational Fund |
| ▪ 07427 | University Opportunity Funds |
| 18000-18199 | State of California/State Agencies |
| ▪ 18082 | SA-Lottery Funds-New Eq/Is Sup |
| ▪ 18083 | SA-Lottery Funds Instruct Cmpt |
| 19900-19999 | State of California/General Funds |
| ▪ 19900 | State General Funds |

(this is not a complete list of fund numbers)

DECODING THE CAMPUS ACCOUNT STRUCTURE

FUND

20290-20399	Student Tuition & Fees/Summer Sessions
▪ 20293	Summer Session UC Students
▪ 20300	UNEX-Fee Income
40000-59999	Private Gifts, Grants and Contracts
▪ 55100	Various Donors-Misc Income
66100-69999	Other Sources
▪ 69750	Fed C&G Overhead Off-the-Top

(this is not a complete list of fund numbers)

DECODING THE CAMPUS ACCOUNT STRUCTURE

FUND

UCSB Fund Grouping Guide

Core Funds

18000 – 18199	Other State (Lottery)
199XX	State & UC General
20000 & 20005	Student Services
20092 – 20095	Tuition
20293	Summer Session Tuition

(this is not a complete list of fund groups)

DECODING THE CAMPUS ACCOUNT STRUCTURE

FUND

UCSB Fund Grouping Guide

Student Fees – Non-Core Funds

20030 – 20050	Course Material Fees
20300	University Extension

(this is not a complete list of fund groups)

DECODING THE CAMPUS ACCOUNT STRUCTURE

FUND

UCSB Fund Grouping Guide

Indirect Cost Recovery

05397	Educational Fund
07427 & 09500	Opportunity Funds
69750	Federal Off-the-Top Funds

(this is not a complete list of fund groups)

DECODING THE CAMPUS ACCOUNT STRUCTURE

FUND

Along with the function of an account, the fund number can restrict how we can spend our money. Not surprisingly, the state and federal government, as well as donors, can put restrictions on the use of the funds they each provide.

DECODING THE CAMPUS ACCOUNT STRUCTURE

FUND

State General Funds (19900) Restrictions:

- no alcohol or tobacco
- no travel or entertainment outside of policy
- there is a maximum dollar amount for on use for capital projects and deferred maintenance

DECODING THE CAMPUS ACCOUNT STRUCTURE

FUND

State Special Funds (Lottery – 18XXX) Restrictions:

- must be used in support of specific project type (e.g., IUC, Arts & Humanities) in a 40 or 43 account
- no alcohol or tobacco
- no travel or entertainment outside of policy
- no capital projects and deferred maintenance

DECODING THE CAMPUS ACCOUNT STRUCTURE

FUND

Indirect Cost Recovery Funds (07427, 05397, 69750):

- generally unrestricted

DECODING THE CAMPUS ACCOUNT STRUCTURE

FUND

Tuition & Fee Funds:

- generally unrestricted, except **Course Materials Fees** which should be expended in ways that match the budget approved by Income & Recharge

DECODING THE CAMPUS ACCOUNT STRUCTURE

FUND

Questions about acceptable use of specific state fund types?

Check with:

- Barbara Starks, L&S Assistant Dean for Policy
- Divisional Assistant Dean
- Jim Corkill, Business & Financial Services
- Michael McGrogan, Budget Office

DECODING THE CAMPUS ACCOUNT STRUCTURE

FUND

Fund Types and Benefits

With few exceptions, employee benefits associated with salary actions are charged to the same account and fund as the wage.

Exceptions include funds 19900, 20293, and 69750. Benefits associated with salaries charged to these funds are covered centrally by campus.

DECODING THE CAMPUS ACCOUNT STRUCTURE

FUND

Fund Types and NSFAS

Non-State Funded Administrative Support (NSFAS) is a monthly administrative support recharge assessment applied to expenditures associated with income accounts.

The assessment is currently 7% and departments will see it charged against expenditures in fund 20300 (University Extension Fee Income).

DECODING THE CAMPUS ACCOUNT STRUCTURE

SUB (or SUB ACCOUNT)

8-401234-19900-3-2000

The Sub represents the *general type* of expenditure

DECODING THE CAMPUS ACCOUNT STRUCTURE

SUB

0	Academic Salaries
1	Staff (Non-Academic) Salaries
2	General Assistance
3	Supplies and Expenses
4	Equipment and Facilities
5 & 7	Special Items
6	Employee Benefits
8	Unallocated Funds
9	Recharges to Other Departments
Y	Overhead

“Support” is defined as Subs 1 - 9

DECODING THE CAMPUS ACCOUNT STRUCTURE

OBJECT CODE

8-401234-19900-3-2000

Object Codes are *detailed breakdowns of types of expenditures*. **Object Codes are used for financial entries only, not for budget entries.**

DECODING THE CAMPUS ACCOUNT STRUCTURE

OBJECT CODE

Object Codes

1000 - 1999

2000 - 2999

3000 - 3999

4000 - 4999

5000 - 5999

6000 - 6999

7000 - 7999

8000 - 8199

8200 - 8999

9000 - 9999

Section Headings

Salaries & Wages

Travel

Freight, Indirect Cost & Recharges

Communication Services

Rents & Utility Services

Printing, Reproduction & Library Materials

Services

Supplies & Materials

Employee Benefits

Equipment & Other Inventorial Items

The complete list of Object Codes can be found in the Data Warehouse

DECODING THE CAMPUS ACCOUNT STRUCTURE

Other identifiers such as Cost Center, Project Code and Cost Type are general ledger fields defined by departments and are not aggregated by the university in financial reports.

Budget Overview and Tracking

- Decoding the Campus Account Structure

Questions?

Budget Overview and Tracking

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- **Budget** – One Word, So Many Meanings
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BUDGET – ONE WORD, SO MANY MEANINGS

budget

noun

- an estimate, often itemized, of expected income and expense for a given period in the future.
- a plan of operations based on such an estimate.
- an itemized allotment of funds, time, etc., for a given period.

verb (used with object), budgeted, budgeting.

- to plan allotment of (funds, time, etc.).
- to deal with (specific funds) in a budget.

BUDGET – ONE WORD, SO MANY MEANINGS

At UCSB, “budget” can mean any of the following:

operating budget

permanent budget

current year budget

allocation

proposed expenditures for a specific project

So let's define some terms

BUDGET – ONE WORD, SO MANY MEANINGS

Operating Budget

Amount of money you have available for your operations for one fiscal year.

Fiscal Year

July 1 – June 30

The FY# refers to the calendar year associated with the June 30 end date. We are currently in FY2020.

BUDGET – ONE WORD, SO MANY MEANINGS

What Comprises your Operating Budget?

- Permanent Budget
- One-Time Funds
- Recurring One-Time Funds
- Carry Forward Funds

BUDGET – ONE WORD, SO MANY MEANINGS

Permanent Budget

- Approved ongoing resources for activities in an FAU.
- Permanent budget information is updated and stored in the Permanent Budget System which is used by all campuses and UCOP for tracking and reporting the permanent budget. This is separate from the campus Financial System.
- Permanent FTE data are also reflected in the Permanent Budget System
- Permanent budget information is rolled into the Financial System General Ledger once a year, effective July 1.

BUDGET – ONE WORD, SO MANY MEANINGS

The Type Entry code describes the nature of the financial transaction:

Type Entry 11 = “JULY 1 ADJ. BUDGET”

- Generated entry from the Permanent Budget System at the beginning of the fiscal year. This is the only time you’ll see your permanent budget reflected on the General Ledger.

Obj	Cost Ctr	Projct	Cost Type	Trans Date	Description	Ref no	Req No	AP Ref No	Vcher No	TE	Award Number : Appropriation	Expenditure	Encumbrance	
				070119	July 1 ADJ Budget				01800	11	2,881.00-			
				070119	REPERCUSSION				01D50	12	10,395.01-			
4110				070119	CS Jun19 Phone Services				1640	53		378.68		
4120				070119	CS Jun19 Local Calls				4120	53		5.71		
8140				071619	OFFICE DEPOT INC._34277	GW000407494		201907GB1160		41		88.85		
7250	TREEGF			070619	DEAN WARNER	10472572		201907ONL165		41		20.67		
											Current Month	13,276.01-	493.91	0.00
											Cumulative	13,276.01-	493.91	0.00
											Balance		3.72% committed	12,782.10-

BUDGET – ONE WORD, SO MANY MEANINGS

One-Time Budget

- Funds are available for one-time use
 - example: Dean provides funds to furnish a new transfer student meeting space
- Funds are available because of a savings
 - example: salary savings due to staff student advisor being on a reduced schedule for 3 months

One-time funds are not replenished, once you spend it, it's gone!

BUDGET – ONE WORD, SO MANY MEANINGS

Recurring One-Time Funds

- Funds are given as one-time funds for a specified time period of more than one year.
 - example: EVC provides three years of funding on an annual basis for a pilot program in student engagement

*Recurring one-time funds are predictable but not indefinite;
again, once you spend it, it's gone!*

BUDGET – ONE WORD, SO MANY MEANINGS

Carry Forward Funds

- Funds that are not spent in the prior fiscal year *carry forward* to the next fiscal year. These funds show as a Reappropriation on the July general ledger

BUDGET – ONE WORD, SO MANY MEANINGS

The Type Entry code describes the nature of the financial transaction:

Type Entry 12 = “REAPPROPRIATION”

- Generated entry from the prior fiscal year end

Obj	Cost Ctr	Project	Cost Type	Trans Date	Description (28 positions)	Ref no	Req No	AP Ref No	Vcher No	TE	Award Number : Appropriation	Expenditure	Encumbrance	
				070119	REAPPROPRIATION			-	01800		2,881.00-			
				070119	REAPPROPRIATION			-	01D50	12	10,395.01-			
4110				070119	CS Jun19 Local Calls			-	1640	53		378.68		
4120				070119	CS Jun19 Local Calls			-	4120	53		5.71		
8140				071619	OFFICE DEPOT INC._34277	GW000407494		201907GB1160		41		88.85		
7250	TREEGF			070619	DEAN WARNER	10472572		201907ONL165		41		20.67		
											Current Month	13,276.01-	493.91	0.00
											Cumulative	13,276.01-	493.91	0.00
											Balance		3.72% committed	12,782.10-

BUDGET – ONE WORD, SO MANY MEANINGS

**Budget Adjustment =
Transfer of Funds =
TOF =
Ledger Type Entry 14**

There are two types of budget adjustments, both made via **Transfer of Funds** system available through Espresso

- Temporary Adjustment – effective in current fiscal year only
- Permanent Adjustment – effective the *following* fiscal year

BUDGET – ONE WORD, SO MANY MEANINGS

Temporary Transfer example

TRANSFER OF FUNDS			Originating Department		Transfer Date	Transfer Num	GL Type Entry	Fiscal Year	Transfer Type		Transfer Purpose	
			TREE - TREE RING SCIENCE		9-12-2019	549	14	2019-20	Temporary Transfer		General	
Account Name	L o c	Account	Fund	Sub	Transaction Description	Current Debit	Current Credit	Title Code	Temp FTE	Perm FTE	Perm Debit	Perm Credit
1)	TREE RING SCIENCE	8 401234	19900	1	sal savings to sub 3	3,287.36						
2)	TREE RING SCIENCE	8 401234	19900	3	sal savings from sub 1		3,287.36					
3)												
4)												
9)												
10)												
Created By Mary Lum		Phone 805-893-5018	Email mlum@ucsb.edu		Totals	3,287.36	3,287.36		-	-	-	-
Explanation Transfer salary savings from M. Tyler's reduced schedule for 2019 to sub 3 for supplies												
Prepared						Approved						
By	Department		Date		By	Department		Date				
Mary Lum	TREE-TREE RING SCIENCE		9-12-2019									

BUDGET – ONE WORD, SO MANY MEANINGS

Detail General Ledger

Account Title : TREE RING SCIENCE													PI (S) :	Loc/Account/Fund/Sub: 8-401234-19900-1		
Fund Title : STATE GENERAL FUNDS													Start/End Date:			
Sub Title : SALARIES - STAFF													Closed:			
Agency :													Award Number :		FDP:	
Obj	Cost Ctr	Projct	Cost Type	Trans Date	Description (28 positions)	Ref no	Req No	AP Ref No	Vcher No	TE	Appropriation	Expenditure	Encumbrance			
1000				093019	SEP19 MO PAYROLL			-	0151	53		24,389.37				
				091219	sal savings to sub 3			-	00549	14	3,287.36					
											23,679.90	0.00				
											Cumulative	298,307.64-	72,458.64	0.00		
											Balance		24.29% committed	249,528.90-		
Account Title : TREE RING SCIENCE													PI (S) :	Loc/Account/Fund/Sub: 8-401234-19900-3		
Fund Title : STATE GENERAL FUNDS													Start/End Date:			
Sub Title : SUPPLIES AND EXPENSE													Closed:			
Agency :													Award Number :		FDP:	
Obj	Cost Ctr	Projct	Cost Type	Trans Date	Description (28 positions)	Ref no	Req No	AP Ref No	Vcher No	TE	Appropriation	Expenditure	Encumbrance			
				091219	sal savings from sub 1			-	00549	14	3,287.36-					
4110				090119	CS Aug19 Phone Services			-	1848	53		378.68				
4120				090119	CS Aug19 Local Calls			-	4120	53		5.71				
8140				092219	OFFICE DEPOT INC._34277	GW000407494				41		322.65				
7250		TREEGF		091519	DEAN WARNER	10472572				41		108.33				
											Current Month	3,287.36-	815.37	0.00		
											Cumulative	16,563.37-	1,722.49	0.00		
											Balance		10.40% committed	14,840.88-		

BUDGET – ONE WORD, SO MANY MEANINGS

Permanent Transfer example

TRANSFER OF FUNDS			Originating Department		Transfer Date	Transfer Num	GL Type Entry	Fiscal Year	Transfer Type		Transfer Purpose	
			LTSC-LETTERS & SCIENCE		10-18-2019	70771	14	2019-20	Permanent Transfer		General	
Account Name	L o c	Account	Fund	Sub	Transaction Description	Current Debit	Current Credit	Title Code	Temp FTE	Perm FTE	Perm Debit	Perm Credit
1) TREE RING SCIENCE	8	401234	19900	1	SAO 1 FTE		26,006.00	4354	0.50	1.00		52,012
2) LETTERS & SCIENCE	8	400001	19900	8	TREE SAO 1 FTE	26,006.00					52,012	
3)												
4)												
9)												
10)												
Created By Asst Dean		Phone 805-893-4321		Email AsstDean@ucsb.edu		Totals			0.50	1.00	52,012	52,012
Explanation Provide FTE and funding for SAO 1 to TREE as part of campus staff augmentation program effective January 1, 2020												
Prepared						Approved						
By	Department		Date		By	Department		Date				
Asst Dean	LTSC-LETTERS & SCIENCE		10-18-2019									

BUDGET – ONE WORD, SO MANY MEANINGS

Detail General Ledger

Obj	Cost Ctr	Project	Cost Type	Trans Date	Description (28 positions)	Ref no	Req No	AP Ref No	Vcher No	TE	Appropriation	Expenditure	Encumbrance
Account Title : TREE RING SCIENCE Fund Title : STATE GENERAL FUNDS Sub Title : SALARIES - STAFF Agency :													
										PI (S) :	Loc/Account/Fund/Sub: 8-401234-19900-1		
										Award Number :		Start/End Date:	
										FDP:		Closed:	
1000				103119	OCT19 MO PAYROLL	-			01			24,389.37	
				101819	SAO 1 FTE	-			70771	14	26,006.00-		
										Cumulative	26,006.00-	23,679.90	0.00
										Balance	324,313.64-	96,138.54	0.00
												29.64% committed	228,175.10-

BUDGET – ONE WORD, SO MANY MEANINGS

Detail Printable Permanent Budget (via Data Warehouse)

8-401234-19900-1

Account: TREE RING SCIENCE

Fund: STATE GENERAL FUNDS

Sub: SALARIES - STAFF

Trans Date	Voucher	Description	Title	Title Desc	Amount	FTE
20190807	1-Jul	July 1 Budget			727,055.00	9.75
20191018	70771	SAO 1 FTE	4354	STDT SVC ADVISOR 1	52,012.00	1.00
				Loc-Account-Fund-Sub	Amount	FTE
				8-401234-19900-1	779,067.00	10.75

BUDGET – ONE WORD, SO MANY MEANINGS

Transfer of Funds Guidelines

For final processing of a TOF:

- Debits and credits must be equal on both the temporary and permanent side
- FTE credits and debits do *not* have to zero out
- Multiple similar transactions can be included on a single TOF, but within a given fund, the debits must equal the credits
- Be mindful of what is the appropriate transaction, a TOF or a TOE

BUDGET – ONE WORD, SO MANY MEANINGS

Transfer of Funds Guidelines

Account Function

- Transfers are allowed between accounts within the same function (first two digits of the account number).
- Transfers between functions are allowed under the following circumstances:
 - Transfers between Instruction (40) and Instructional Support (43)
 - Transfers between Instruction (40) and Student Aid (78)

BUDGET – ONE WORD, SO MANY MEANINGS

Transfer of Funds Guidelines

Fund

- Within a given fund, debits must equal credits
- Transfers between funds are not permitted

Allowable: 401234-19900-2 to 401234-19900-3

Not Allowable: 401234-19900-2 to 401234-07427-3

BUDGET – ONE WORD, SO MANY MEANINGS

Transfer of Funds Guidelines

Sub

- Transfers between support subs are allowed
- Transfers between Sub 0 and support subs are permitted only for:
 - Temporary academic appointments paid on Sub 2
 - Death payments for current academic employees charged to sub 3

BUDGET – ONE WORD, SO MANY MEANINGS

Permanent Budget

Where did my department's permanent budget come from?

Department permanent budgets were set when departments were established. There have been some adjustments made since, but the majority of changes have been due to permanent budget reductions and staffing changes.

BUDGET – ONE WORD, SO MANY MEANINGS

Permanent Budget

For permanently funded staff positions paid on fund 19900, 19906, 20293 or 69750, merits and ranges adjustments are covered centrally by campus. Departments are responsible for the temporary and permanent costs for:

- above step/range hires
- equity increases
- reclassifications

BUDGET – ONE WORD, SO MANY MEANINGS

Permanent Budget

Departments are allowed to keep both temporary and permanent turnover savings when staff transfer or separate. Turnover savings is the difference between the incumbent's salary and Step 1 or 25% into the grade range.

BUDGET – ONE WORD, SO MANY MEANINGS

Permanent Budget – Staffing List

The bulk of a department's permanent budget is allocated in Sub 0 and Sub 1. Salaries and FTE in these subs are tracked by person or provision using UCPath and are reconciled against the permanent budget on a quarterly basis. This act of “reconciling” or “balancing” the **Staffing List** is completed by College staff.

BUDGET – ONE WORD, SO MANY MEANINGS

Permanent Budget – Staffing List

Sub 0:

- hires and separations move FTE and dollars between the department and College
- merits and range adjustments are covered by campus resources

Sub 1:

- FTE and dollars remain in the department although dollars may be moved between subs
- merits and range adjustments are covered by campus resources for staff supported by core funds

Budget Overview and Tracking

- Budget – One Word, So Many Meanings

Questions?

Budget Overview and Tracking

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USING TOOLS TO TRACK YOUR BUDGET

General Ledger

Budget “Type Entry”

- 11 = July 1 Adjusted Budget

The back-up for these entries can be found in Data Warehouse under “Permanent Budget”

USING TOOLS TO TRACK YOUR BUDGET

General Ledger

Budget “Type Entry”

- 12 = Reappropriation

This is the amount of funds carried forward from the previous fiscal year, not including Sub 0. It is totaled by account-fund and is generally reappropriated to Sub 3.

USING TOOLS TO TRACK YOUR BUDGET

General Ledger

Budget “Type Entry”

- 14 = Transfer of Funds

To see the detail, the explanation, and the preparer, log in to the Transfer of Funds System via Espresso and search for the TOF in question. The TOF# can be found in the Voucher# column in the general ledger.

USING TOOLS TO TRACK YOUR BUDGET

General Ledger

Budget “Type Entry”

- 15 = Interlocation Transfer of Funds

These are transfers of funds that happen between campuses.
Contact the Budget Office for copies of ITFs.

USING TOOLS TO TRACK YOUR BUDGET

Staffing List

The Staffing List is a record of all permanently funded academic and career staff employees and a listing of all changes to the permanent budgets corresponding to Sub 0 and Sub 1. It is available in Data Warehouse under the headings of both “Permanent Budget” and “Staffing”. (They both return the same results.)

The July 1 snapshot will always show that the Permanent Budget and FTE matches the BDP Amount and FTE.

USING TOOLS TO TRACK YOUR BUDGET

Staffing List

Sub 1 merits and all range adjustments are consolidated by Title Code. Detailed information by employee is found on Costing Reports generated by the Budget Office; copies are available from College divisional analysts.

USING TOOLS TO TRACK YOUR BUDGET

FISCAL YEAR	2017	STAFFING LIST BY LOC-ACCOUNT-FUND-SUB AND TITLE CODE											
STAFFING CYCLE	May 31	TREE											
CYCLE STATUS	Complete	TREE RING SCIENCE											
Sub 1 Salaries, Staff 8-401234-19900-1													
Appt Title Code & Description	Record Type	Description	EmplID Prov No	TUC	Rep	Grade /Step	Dist No	Mon/Hrly Amount	Annual Amount	Dist FTE	Gross Salary	Budget FTE	Budget Amt
	Perm Budget	July 1 Budget										6.13	328,685
	Perm Budget	99NON AUTOMATED MERIT IN	280									0	2,342
	Perm Budget	99NON AUTOMATED MERIT IN	7235									0	1,921
	Perm Budget	RXSXT AUTOMATED RANGE AD	9632									0	626
	Perm Budget	70123 Powell hire abv 25%	4722									0	3,926
	Perm Budget	70123 Welton prov to step1	4722									0	-1,023
	Perm Budget	70123 Hawkins RX range adj	9611									0	1,512
	Perm Budget	CX AUTOMATED RANGE AD	4722									0	2,359
	Perm Budget	70456 Fuller equity	280									0	9,649
	Perm Budget	70456 correct Taylor CX range	4722									0	-171
	Perm Budget	70456 Farrrell reclass fr 7235	7235									-1	-56,794
	Perm Budget	70456 Farrrell reclass to 7236	7236									1	62,473
Total Perm Budget												6.13	355,505
0280 MGR	Appointment	FULLER,ERICA J	EEID	99	U	MSP F	41	7,505.08	90,061	1.00	90,061		
Total 0280 MGR								7,505.08	90,061	1.00	90,061		
4722 BLANK AST 3	Appointment	TAYLOR,ANNA K	EEID	CX	C	5	18	23.27	48,588	0.63	30,610		
4722 BLANK AST 3	Appointment	SMITH,JANICE R	EEID	CX	C	1	12	21.21	44,286	1.00	44,286		
Total 4722 BLANK AST 3								44.48	92,874	1.63	74,896		
7234 ANL 1	Appointment	POWELL,NINA M	EEID	99	C	PSS 1	57	26.18	54,664	1.00	54,664		
Total 7234 ANL 1								26.18	54,664	1.00	54,664		
7236 ANL 3	Appointment	FARRELL,ROBERT	EEID	99	S	3	21	5,206.12	62,473	1.00	62,473		
Total 7236 ANL 3								5,206.12	62,473	1.00	62,473		
9611 SRA 3	Open Provision	Provision-Hawkins	999901	RX	C			4,328.00	51,936	1.00	51,936		
Total 9611 SRA 3								4,328.00	51,936	1.00	51,936		
9632 MUS PREP PRN	Appointment	TURNER,MICHAEL E	EEID	TX	C	2	13	20.57	42,950	0.50	21,475		
Total 9632 MUSEUM PREPARATOR PRN								20.57	42,950	0.50	21,475		
Total 8-404014-19900-1								17,130.43	394,958	6.13	355,505	6.13	355,505
Summary by LAFS													
Dept Code	LAFS		Dist FTE	FTE	FTE Diff	Gross Salary	Budget Amt	Budget Amt	Budget Amt	Budget Amt	Budget Amt	Budget Amt	Budget Amt
TREE	8-401234-19900-1		6.13	6.13	0	355,505	355,505						0

Budget Overview and Tracking

- Using Tools to Track Your Budget

Questions?

Budget Overview and Tracking

- Decoding the Campus Account Structure
- Budget – One Word, So Many Meanings
- Using Tools to Track your Budget
- **Resources**
- Questions & Discussion

RESOURCES

College of Letters & Science

- Faculty & Staff
 - Resources for Departments
 - Training materials from completed classes
 - Fund Accounting (2018)
 - The Color of Money (2017)
 - The Color of Money (2019)

<https://www.college.ucsb.edu/resources-departments>

RESOURCES

Budget Office

- Budget Office
 - Budget Manual

<http://bap.ucsb.edu/budget/>

RESOURCES

Business & Financial Services

- Office of the Controller
 - Resources
 - Fund Accounting
 - UCSB Budget Process

<https://www.bfs.ucsb.edu/controller/resources>

RESOURCES

Business & Financial Services

- General Accounting
 - Training
 - Reading the General Ledger

<https://www.bfs.ucsb.edu/general-accounting>

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