

To: Office of Undergraduate Education
Directors and Unit Administrative Professionals with Financial Responsibilities

From: Mysty Connelly, Assistant Director for Administrative Operations for Undergraduate Education
Steven Girardot, Associate Vice Provost for Undergraduate Education

CC: Colin Potts, Vice Provost for Undergraduate Education

Date: August 2, 2017

Re: FY18 Budgeting & Financial Processes

The purpose of this memo is to (1) provide you with your FY18 state budget and (2) to outline internal financial procedures for FY18 to better meet the demands for financial processing, ensure regular monitoring of unit-level finances, and streamline our end of year procedures.

Monthly Reconciliation Process

As we begin a new Fiscal Year, we will continue to use financial procedures introduced in FY17 as part of our collaboration with the Provost Office. This includes a monthly reconciliation process that each OUE unit will be required to complete. This involves the following steps:

- *Monthly Budget Update:* You will continue to receive a monthly budget update from OUE. (Note: Each unit should continue to have an internal budget monitoring process and access to all of your unit ledgers). You will be responsible for reviewing your unit's general ledgers to ensure budget amounts are correct and items are posted to the correct ledger (*e.g.*, travel, OS&E, etc.).
- *SPD Report:* You will receive a copy of your Salary Planning & Distribution (SPD) reports each month to review and confirm that salary information and project numbers are correct.
- *Open Encumbrance Report:* You will receive a copy of your Open Encumbrance Report to review and process the closing of completed purchasing requests.

The information outlined above will be provided to the Director and Administrative contact for each unit by the **15th of each month** (unless otherwise noted for holiday and EOY schedules). A new "FY18 Expenditure Review Certification Form" (attached is your unit's form) will then be submitted to Mysty by the **30th of each month (February's form will be due the 28th)** for review and processing requests. This form must be signed by the Director and Administrative contact. There is also a section on the expenditure form for you to provide notes on upcoming expenditures to help anticipate any significant financial requests coming up in the immediate future.

For FY18, Travel and Expense Review is now included in the review certification form. As part of the review process, each unit will review all active travel authorizations (TARs) and travel expense statements (TES) each month to ensure all are processed as needed. Units must also review all active requests for no-travel related expenses and ensure they meet the same deadlines as TAR and TES processing (generally 60 business days after completion of travel or purchase date on non-trip related items).

FY18 State Budgets

You will find included as an email attachment with this memo your unit approved state budget for FY18. Please note the following:

- These budgets reflect internal budget redirections and those that were designated by the Provost's Office and are effective FY18.
- For the first budget amendment, your GT ledgers may not match this spreadsheet. All ledgers will be accurate and updated by September 1, 2017.
- The salaries include any merit, equity, (or other) increases slated to begin FY18. FY17 salaries are also shown, so you can easily see who received increases.
- We have not yet received our discretionary GTF allocations from the Budget Office. More information will be sent once we have this information.

This budget is contingent on no further changes to the state budget that we receive from the Institute.

We will continue to have a midyear budget review process in January or February. Should there be significant state budget surpluses in any unit, we may choose to reallocate these funds towards other priorities in OUE or to seek approval to hold funds back for potential carryforward to the next fiscal year. (*Approval for carryforward funds is not guaranteed and we may not know until late in the fiscal year if carryforward for state funds will be allowed*).

Budget Transfers and Amendments

To streamline the process for state budget transfer requests, we will continue to follow the changes we implemented in FY17:

- All requests for transfers should be requested by the **1st** of each month to ensure the request can be processed in the current budget amendment month. **All late requests after the 1st of each month will be processed in the next month's budget amendment.**
- Please submit requests via the OUE: FY18 Budget Amendment Requests form (Please see attached).

Looking Ahead to FY18 End-of-Year Processing

You may continue to direct unit-level budgeting or financial questions directly to Mysty Connelly or to me. General, transactional and administrative questions should continue to be sent to our OUE Administrative account, oue_admin@gatech.edu, in accordance with the email Mysty sent out June 2015. Both Mysty and De'Angelo will monitor this email account, and you will receive timely replies and updates on any questions, requests, or other issues.

Admin Website

Administrative resources for OUE are located on OUE's internal administrative site: <http://oueopsguide.gatech.edu/>. The site contains links to resources, policies, procedures, and forms for Georgia Tech as well as processes and procedures that are internal to OUE.

Please let me know what we can do to support you as we head into the new academic year.

Attachments: FY18 OUE Expenditure Review Certification Form
FY18 Unit Budget
FY18 Budget Amendment Request Form