

FY 2024 Budget Training

Tuesday, April 18, 2023 Thursday, April 20, 2023

WIMBC Agenda

- Budget Cycle Process and Timeline
- Basic Assumptions
- COLA & Merit Increases
- Self-Support Budgets
- Salaries and Wages
- General Guidance
- FY24 Budget File Changes
 - Inputting Revenue and Expenses



• Q&A



Budget Cycle Process and Timeline

Prior Operating Budget Cycle



Annual Operating Budget Cycle



P1 & P2 Submission Details

P1 Submission

P1 = Budget Pass #1 (or Budget Submission 1)

- Control Numbers Issued: April 19, 2023
- Due: May 19, 2023
- What's In?
 - COLA 11.1 at 4.5%
 - COLA 7.1 at 2.0% 1
 - No confirmation from DBM as of 04.14.2023
 - Merit 7.1 at 2.5% -
 - Minimum Wage at \$15.00
 - Other Known Costs (e.g.)
 - Utilities & Housekeeping
 - Fringe
 - Facilities Maintenance

P2 Submission

- Due: June, TBD
- What's In?
 - Final Senior Leadership strategic allocations
 - Final other budget adjustments
 - Wage compression and band changes

WB File Development

Active regular employees were pulled on 04.03.2023

Vacant positions were identified using position numbers in employee pull vs. last year's Working Budget file.

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Revenue and Other Operating Expenses are an exact duplicate of last year's submission, with the FY23 numbers starting in Column O, "Beginning Amount".

FY2024 Cost-of-Living-Adjustment (COLA) allocations will be calculated based on budgeted FTEs



WB File Contents

File Tab Name		
Instructions	Tab that houses FY24 Working Budget guidance	
Summary Totals	Variance analysis for revenue vs. expenditure & FY24 FTE Budget vs. FY23 FTE Budget	
Department Totals	Pivot of the working budget by summary account categories	
FY24 Working Budget	Actual worksheet where the Working Budget is entered	
All Funds_Summary	FY20-24 Trend data by budget file, rolled up to parent account level	
Summary_By_Fund	FY20-24 Trend data by budget file, rolled up to parent account level, but split out by fund	
Acct_Detail	FY20-24 Trend data by budget file at account level detail, but split out by fund	



COLA & Merit Increases

4.5% COLA (Nov 1,2022):

2% COLA (Jul 1,2023):

COLA (Adjustment Column)

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Active employees in the Budget Worksheet have the 11.01.2022 COLA reflected in their Beginning Salary Amount <u>assuming</u> they were hired prior to the effective date The Budget Worksheet includes a 2.0% COLA increase effective 07.01.2023 for all active regular employees.

The adjustment calculated in column P (COLA) is based on the employee's 04.03.2023 annual salary displayed in column M (Annual Rate).

COLA at 2.0% was pre-populated in worksheets for Active employees

EMPLOYEE NAME	POS	PROG FIN		FTE	BEGINNING	COLA	MERIT		ADJUSTMENT	ENDING
.	JOBCOI 👻	-	RATE 💌	-	AMOUNT 🖃	(2% effective 7.1.2023	(effective 7.1.2023)	-	*	AMOUNT
McDonald, Ronald	99IC	099	23,136.18	1.00	23,136	463				23,599
VACANT	99IC	099	-	1.00	40,852					41,669
VACANT	99IC	099	-	1.00	40,852					41,669
Smoothie, Fruit	99IC	099	43,999.97	1.00	44,000	880				44,880
Queen, Dairy	99IC	099	47,098.69	1.00	47,099	942				48,041
King, Burger	99ic	099		1.00	50,000	1,000				51,000
Blizzard, Sonic	99IC	099	52,286.50	1.00	52,287	1,046				53,332
Johns, Papa	99IC	099	65,891.91	1.00	65,892	1,318				67,210
VACANT	99IC	099	-	1.00	70,578	1,412				71,990
Fried, Kentucky	99IC	099	79,198.49	1.00	79,198	1,584				80,782
Bell, Taco	99IC	099	92,968.47	1.00	92,968	1,859				94,828
Fil-a, Chick	99IC	099	136,535.76	1.00	136,536	2,731				139,266

Salaries includes 4.5% COLA from 11.01.22 from FY23 for **Active Employees**.

(Effective 07.01.2023)



Determine final FY24 merit awards for your personnel and enter it into the HR merit screens. More information will be provided later by HR regarding their process.



FULL-YEAR MERIT

Enter the actual merit increase (rounded to nearest dollar) applicable to each budgeted personnel line on Merit column (column Q) of your budget worksheet, and should reflect what you entered into the HR merit screen.

EMPLOYEE NAME	POS	PROG FIN	ANNUAL	FTE	BEGINNING	COLA	MERIT	ADJUSTMENT	ENDING
J.	JOBCO 👻	*	RATE 💌	.	AMOUNT 🚽	(2% effective 7.1.2023	(effective 7.1.2023)	•	AMOUNT *
McDonald, Ronald	99IC	099	23,136.18	1.00	23,136	463			23,599
VACANT	99IC	099	-	1.00	40,852	817			41,669
VACANT	99IC	099	-	1.00	40,852	817			41,669
Smoothie, Fruit	99IC	099	43,999.97	1.00	44,000	880			44,880
Queen, Dairy	99IC	099	47,098.69	1.00	47,099	942			48,041
King, Burger	99ic	099		1.00	50,000	1,000			51,000
Blizzard, Sonic	99IC	099	52,286.50	1.00	52,287	1,046			53,332
Johns, Papa	99IC	099	65,891.91	1.00	65,892	1,318			67,210
VACANT	99IC	099	-	1.00	70,578	1,412			71,990
Fried, Kentucky	99IC	099	79,198.49	1.00	79,198	1,584			80,782
Bell, Taco	99IC	099	92,968.47	1.00	92,968	1,859			94,828
Fil-a, Chick	99IC	099	136,535.76	1.00	136,536	2,731			139,266

MERIT

Self-Support Budgets (1113-1116,1253)







All self-support and restricted revenue and expenses should be reflected in the annual budget submitted to the State.

The FY24 Working Budget files should include all estimated self-support and research activity. (This can be budgeted centrally in each college, division or at the unit department level.) Trend data by fund and account has been included in the Working Budget file in order to assist with this task.

(See FY24 Budget File Changes section in slide deck for details)



Salaries and Wages



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Apart from the three colleges, new State Support positions should be limited to those reviewed and approved through the FY 2024 budget request process. Existing vacant lines should be repurposed for new functions needed in the FY 2024 Working Budget. Summary Totals tab can help with this task. (See Screenshot of on next slide.)

FTE Guidance

Summary of ALL FY24 Budget Dollars

FUND	<u>Revenues</u>	Expenditures	<u>Net Revenue/</u> Expenditures	Control #
1111	(566,967.00)) 210,902.00	(356,065.00)	???
1112	(2,947,022.00)) 2,509,225.00	(437,797.00)	
1113	0.00	0.00	0.00	
1253	0.00	0.00	0.00	
1263	0.00	0.00	0.00	
TOTAL \$	\$ (3,513,989) \$ 2,720,127	\$ (793,862)	

Summary of Full Time Equivalent (FTE) Positions											
FUND	FTE's FY24	FTE's FY23	Total Change								
1111	3.00	3.00	-								
1112	8.00	7.00	1.00								
1113	0.00	0.00	0.00								
1253	0.00	0.00	0.00								
1263	0.00	0.00	0.00								
TOTAL FTE's	11.00	10.00	1.00								

Turnover Expectancy







Turnover Expectancy (account 6018905) will be budgeted as a percent of total State Support salaries. Turnover should be between 3.5%-7% of budgeted State Support Salaries. This total percentage should be reflected as a negative salary adjustment, which increase's your unit's capacity to reinvest. The turnover expectancy can be budgeted centrally in each college and division or at the unit/department level.

Turnover Expectancy

FUND	DEPT#	DEPT NAME	DIV	ACCOUNT#	DESCRIPTION	EMPLOYEE NAME	ANNUAL	FTE	BEGINNING	COLA	MERIT	ENDING	1111	1112	Total
CODE			NAM	E			RATE		AMOUNT	(2%	(effective ADJUS	T AMOUNT			
										effective	7.1.2023) MENT	•			
										7.1.2023)					
1111	10999	UMBC Ice Cream Sho	ppe A&F	6010103	CUSTOMER ATTENDANT	VACANT	-	1.00	50,852.00	1,017		51,869	\$ 51,869.04		
1111	10999	UMBC Ice Cream Sho	ppe A&F	6010103	FLAVOR UNDERSTUDY	VACANT	-	1.00	50,852.00	1,017		51,869	\$ 51,869.04		
1111	10999	UMBC Ice Cream Sho	ppe A&F	6010102	Regular Exempt	King, Burger		1.00	60,000.00	1,200		61,200	\$ 61,200.00		
1111	10999	UMBC Ice Cream Sho	ppe A&F	6010102	MANAGER	Fried, Kentucky	79,198.49	1.00	69,198.39	1,384		70,582	\$ 70,582.36		
1112	10999	UMBC Ice Cream Sho	ppe A&F	6010103	DELIVERY DRIVER	McDonald, Ronald	23,136.18	1.00	33,136.18	663		33,799		\$ 33,798.90)
1112	10999	UMBC Ice Cream Sho	ppe A&F	6010103	CASHIER	Smoothie, Fruit	43,999.97	1.00	53,999.97	1,080		55,080		\$ 55,079.97	,
1112	10999	UMBC Ice Cream Sho	ppe A&F	6010103	CASHIER	Queen, Dairy	47,098.69	1.00	57,098.69	1,142		58,241		\$ 58,240.66	;
1112	10999	UMBC Ice Cream Sho	ppe A&F	6010103	DELIVERY	Blizzard, Sonic	52,286.50	1.00	62,286.50	1,246		63,532		\$ 63,532.23	3
1112	10999	UMBC Ice Cream Sho	ppe A&F	6010102	FLAVOR DESIGNER	Johns, Papa	65,891.91	1.00	75,891.91	1,518		77,410		\$ 77,409.75	5
1112	10999	UMBC Ice Cream Sho	ppe A&F	6010102	ASST. MANAGER	VACANT	-	1.00	60,578.00	1,212		61,790		\$ 61,789.56	5
1112	10999	UMBC Ice Cream Sho	ppe A&F	6010102	ASST. FLAVOR DESIGNER	Bell, Taco	92,968.47	1.00	82,968.47	1,659		84,628		\$ 84,627.84	l -
1112	10999	UMBC Ice Cream Sho	ppe A&F	6010102	GENERAL MANAGER	Fil-a, Chick	136,535.76	1.00	126,535.76	2,531		129,066		\$129,066.47	,
											Total	State Salary	\$235,520.44	\$563,545.38	\$ \$799,065.82
						Salaries in	1111 use	ed fo	r turnovei	r					
						expectanc	v calculat	tion a	at 7%	_	Turno	ver Expectancy	<mark>\$ (16,486.43</mark>)	
						chpeetune	y carcalat								
	FUND CO	DDE DEPT#	DEPT N	AME DI	V NAME ACCOUNT#	DESCRI	PTION		PROG FIN	BEGINN	ING COLA	MERIT	ADJU	STMENT	ENDING
										AMOU	NT (2% effect	ive (effectiv	/e		AMOUNT
		Y		-	T	- T		¥	-		7.1.202) 🖵 7.1.202	3) 🖵	-	v
	1112	10999 UN	VBC Ice Cre	am Shoppe A8	kF 6010103	CASHIER		b	099	4	7,099	942			48,041
	1112	10999 UN	MBC Ice Cre	am Shoppe A&	kF 6010103	DELIVERY			099	5	2,287 1	046			53,332
	1112	10999 UN	MBC Ice Cre	am Shoppe A&	kF 6010113	Contractual NonE	Exempt		099	41	0,817				410,817
	1111	10999 UN	MBC Ice Cre	am Shoppe A8	kF 6018905	Turnover Expecta	incy		099					(16,486)	(16,486)

Expectancy entered as negative adjustment.



MBC Minimum Wage

- Minimum wage is scheduled to increase to \$15.00 as of 01.01.2024 based off a bill past this April.
 - UMBC is electing to make the minimum wage effective 07.01.2023, earlier than the scheduled date, which will be reflected in control numbers.

WUMBC Split Funding for FTE Lines

 Please ensure that positions that are funded by multiple departments/ funding sources have the employees' full annual expected rate of pay and FTE equivalent reflected in the overall working budget. This is critical to ensure we receive proper funding from the State for any COLA/Merit.

UNIVERSITY OF MARYLAND, BALTIMORE COUNTY FY 2024 WORKING BUDGET

FUND CODE	DEPT#	DEPT NAME	DIV NAME	ACCOUNT#	DESCRIPTION	EMPLOYEE NAME	ANNUAL RATE	FTE	BEGINNING AMOUNT	COLA (2% effective	MERIT (effectiv	ADJUSTMENT	ENDING AMOUNT
•	· ·	•	·	- -		Ψ.	-	v	•	7.1.2023) 🔻	e 💌	-	•
1112	10999	UMBC Ice Cream Shoppe	A&F	6010103	DELIVERY DRIVER	McDonald, Ronald	46,272	0.50	23,136	463			23,599
1112	10307	Transportation Services	Student Aff.	6010103	DELIVERY DRIVER	McDonald, Ronald	46,272	0.50	23,136	463			23,599
					B B F	e sure to allocate tl eginning Amount a TE appropriately.	he nd			Į			



General Guidance

Budget Worksheet Format

 Continuing with the FY2024 budget, most colleges and divisions will receive a single Excel worksheet containing their entire Working Budget, instead of individual worksheets for each department/fund. This will provide increased capacity and flexibility to manage personnel and operating costs across departments and funds within the college or division.

WUMBC General Guidance

- Please review the entire FY2024 Working Budget worksheet, by row and by column, for accuracy and to ensure the information is current.
- Do not insert or delete columns in the Budget Worksheet.
- For personnel and operating costs that are funded with State Support (Fund 1111): Once the final decisions are made on funding, the Budget Office will send you the control number for your budget worksheet. You can then adjust your FY2024 Working Budget worksheet, so your total State Support budget matches your control number. See the "Summary Totals Worksheet" section of these instructions for more detail.
- If you need assistance with the Budget File, please contact Christopher Correnti (<u>ccorre70@umbc.edu</u>)



FY24 Budget File Changes





FY20-24 trend data by parent and detailed account is now included in three separate tabs within each unit's worksheet, edited to supply only that unit's data (split out by budget file number).

The FY24 column on these sheets will automatically update as data is adjusted for the FY24 Budget Cycle submission.

All Funds

All Funds	_						
		FY2020	FY2021	FY2022	FY2023	FY2024	'20 to '24
		Actuals	Actuals	Actuals	Budget	Budget	% Change
Revenues							
Tuition and Fees	\$	-	\$ -	\$ -	\$ -	\$ -	0.00%
State Appropriation	\$	-	\$ -	\$ -	\$ -	\$ -	0.00%
Grants and Contracts	\$	-	\$ -	\$ -	\$ -	\$ -	0.00%
Gifts	\$	-	\$ -	\$ -	\$ -	\$ -	0.00%
Indirect Cost Recovery	\$	-	\$ -	\$ -	\$ -	\$ -	0.00%
Investment Income	\$	-	\$ -	\$ -	\$ -	\$ -	0.00%
Other Sources Revenue	\$	900,016	\$ 1,000,000	\$ 1,103,267	\$ 1,000,000	\$ 1,020,000	11.76%
Other Auxiliary	\$	-	\$ -	\$ -	\$ -	\$ -	0.00%
Auxiliary Overhead	\$	(5,000)	\$ (3,750)	\$ (5,000)	\$ (5,000)	\$ (5,100)	1.96%
Transfers	\$	1,254,384	\$ -	\$ 2,009,660	\$ 1,952,022	\$ 2,569,368	51.18%
Total Revenue	\$	2,149,400	\$ 996,250	\$ 3,107,927	\$ 2,947,022	\$ 3,584,268	40.03%
Expenses							
Salary and Wages	\$	1,317,929	\$ 739,746	\$ 1,249,862	\$ 1,313,572	\$ 1,364,445	3.41%
Fringe Benefits	\$	398,545	\$ 362,444	\$ 380,439	\$ 395,000	\$ 402,900	1.08%
Total Compensation	\$	1,716,474	\$ 1,102,190	\$ 1,630,300	\$ 1,708,572	\$ 1,767,345	2.88%
Scholarships and Fellowships	\$	-	\$ -	\$ -	\$ -	\$ -	0.00%
Travel	\$	15,090	\$ 65	\$ 649	\$ 15,000	\$ 15,300	1.37%
Equipment	\$	-	\$ -	\$ -	\$ 20,000	\$ 20,400	100.00%
Supplies & Other	\$	1,440,020	\$ 678,757	\$ 600,754	\$ 610,750	\$ 622,965	-131.16%
Utilities	\$	2,056	\$ 6,601	\$ (1,392)	\$ -	\$ -	0.00%
Contractual Services	\$	164,139	\$ 66,341	\$ 160,119	\$ 181,790	\$ 185,426	11.48%
Fixed Charges	\$	56,126	\$ 3,938	\$ 2,964	\$ 276,000	\$ 281,520	80.06%
Infrastructure	\$	-	\$ -	\$ -	\$ -	\$ -	0.00%
Indirect Cost Expense	\$	-	\$ -	\$ -	\$ -	\$ -	0.00%
Total Expenses	\$	3,393,906	\$ 1,857,892	\$ 2,393,395	\$ 2,812,112	\$ 2,892,956	-17.32%
Net Surplus / (Deficit)	\$	(1,244,505)	\$ (861,642)	\$ 714,532	\$ 134,910	\$ 691,312	280.02%

Summary by Fund

Fund - 1111										
		FY2020		FY2021		FY2022		FY2023		FY2024
		Actuals		Actuals		Actuals		Budget		Budget
Revenues										
Tuition and Fees	\$	-	\$	-	\$	-	\$	-	\$	-
State Appropriation	\$	-	\$	-	\$	-	\$	-	\$	-
Grants and Contracts	\$	-	\$	-	\$		\$	-	\$	-
Gifts	\$	-	\$	-	\$	-	\$	-	\$	-
Indirect Cost Recovery	\$	-	\$	-	\$	-	\$	-	\$	-
Investment Income	\$	-	\$	-	\$		\$	-	\$	-
Other Sources Revenue	\$	-	\$	-	\$	-	\$	-	\$	-
Other Auxiliary	\$	-	\$	-	\$	-	\$	-	\$	-
Auxiliary Overhead	\$	-	\$	-	\$		\$	-	\$	-
Transfers	\$	-	\$	-	\$	-	\$	-	\$	578,306
Total Revenue	\$	-	\$		\$	-	\$	-	\$	578,306
Expenses										
Salary and Wages	\$	-	\$	-	\$	-	\$	-	\$	215,120
Fringe Benefits	\$	-	\$	-	\$	-	\$	-	\$	-
Total Compensation	\$	-	\$	-	\$	-	\$	-	\$	215,120
			_		_		_		-	
Scholarships and Fellowships	\$	-	ş	-	\$	-	\$	-	\$	-
Travel	\$	-	\$	-	\$		\$	-	\$	-
Equipment	\$	-	\$	-	\$	-	\$	-	\$	
Supplies & Other	ş	-	ş	-	\$		\$	-	\$	-
Utilities	\$	-	\$	-	\$	-	\$	-	\$	-
Contractual Services	\$	-	\$	-	\$	-	\$	-	\$	-
Fixed Charges	\$	-	\$	-	\$	-	\$	-	\$	-
Infrastructure	\$	-	\$	-	\$	-	\$	-	\$	-
Indirect Cost Expense	\$	-	\$	-	\$	-	\$	-	\$	-
Total Expenses	\$		\$		\$		\$		\$	215.120
Net Surplus or (Deficit)	ŝ		ŝ		\$		\$		ŝ	363 186
ince surplus of (Dejicit)	-	-	9	-	φ	-	Ψ		9	555,700

Infrastructure	\$	-	\$	-	\$	-	\$	-	\$	-
Fixed Charges	\$	56,126	\$	3,938	\$	2,964	\$	276,000	\$	281,520
Contractual Services	ŝ	164,139	ŝ	66,341	ŝ	160,119	ŝ	181,790	ŝ	185,426
Utilities	\$	2.056	ŝ	6,601	ŝ	(1.392)	ŝ	-	s	-
Supplies & Other	s	1 440 020	ŝ	678 757	ŝ	600 754	ŝ	610 750	ŝ	622.965
Equipment	ŝ		s	-	s	-	s	20,000	s	20 400
scholarships and Fellowships Travel	ф 5	15 090	э 5	- 65	э 5	649	э S	15 000	э S	15 300
	ļ			.,,		.,	č	.,	ļ	
Total Compensation	φ 5	1 716 474	\$	1 102 190	\$	1 630 300	φ \$	1 708 572	\$	1 552 225
Fringe Repetits	ф С	309 5/5	e e	362 //40	e e	380 430	φ ¢	305.000	e e	1, 149,32:
Calany and Wages	c	1 217 020	c	720 746	c	1 240 962	c	1 212 572	c	1 140 206
Expanses		2,149,400	•	550,250	•	5,107,527		2,541,022	4	3,005,902
T-t-l D	•	2 4 40 400	*	006 350	*	2 407 007	•	2047022	*	2 005 063
Transfers	\$	1,254,384	\$	-	\$	2,009,660	\$	1,952,022	\$	1,991,062
Auxiliary Overhead	\$	(5,000)	\$	(3,750)	\$	(5,000)	\$	(5,000)	\$	(5,100
Other Auxiliary	\$	-	\$	-	\$	-	\$	-	\$	-
Other Sources Revenue	\$	900,016	\$	1,000,000	\$	1,103,267	\$	1,000,000	\$	1,020,000
Investment Income	\$	-	\$	-	\$	-	\$	-	\$	-
Indirect Cost Recovery	\$	-	\$	-	\$	-	\$	-	\$	-
Gifts	ŝ	-	ŝ	-	ŝ	-	ŝ	-	s	
Grants and Contracts	ŝ	-	s	-	s	-	ŝ	-	s	
State Appropriation	ŝ	-	s	_	s	-	ŝ	-	s	-
Revenues	e		e		e		0		e	
	_	Actuals	_	Actuals	_	Actuals	_	Budget	_	Budget
		FY2020		FY2021		FY2022		FY2023		FY2024

Fund - 1113								
		FY2020	FY2021	F	FY2022	- 1	FY	
	_	Actuals	 Actuals	/	Actuals	E		
Revenues								
Tuition and Fees	\$	-	\$ -	\$	-	\$		
State Appropriation	\$	-	\$ -	\$	-	\$		
Grants and Contracts	\$	-	\$ -	\$		\$		
Gifts	\$	-	\$ -	\$	-	\$		
Indirect Cost Recovery	\$	-	\$ -	\$	-	\$		
Investment Income	\$		\$ -	\$		\$		
Other Sources Revenue	\$	-	\$ -	\$	-	\$		
Other Auxiliary	\$	-	\$ -	\$	-	\$		
Auxiliary Overhead	\$		\$ -	\$		\$		
Transfers	\$	-	\$ -	\$	-	\$		
Total Revenue	\$		\$	\$	-	\$		
Expenses								
Salary and Wages	\$	-	\$ -	\$	-	\$		
Fringe Benefits	\$	-	\$ -	\$	-	\$		
Total Compensation	\$	-	\$ -	\$	-	\$		
Scholarships and Fellowships	\$	-	\$ -	\$	-	\$		
Travel	\$	-	\$ -	\$	-	\$		
Equipment	\$		\$ -	\$		\$		
Supplies & Other	\$	-	\$ -	\$	-	\$		
Utilities	\$	-	\$ -	\$	-	\$		
Contractual Services	\$	-	\$ -	\$	-	\$		
Fixed Charges	\$	-	\$ -	\$	-	\$		
Infrastructure	\$	-	\$ -	\$	-	\$		
Indirect Cost Expense	\$	-	\$ -	\$	-	\$		
Total Expenses	\$		\$	\$		\$	_	
Net Surplus or (Deficit)	\$		\$	\$	•	\$		

Account Detail

All Funds				Actuals		Actuals	Actuals	Budget		Budget
SLT Accounts	Account Description	Account	,î j	FY2020		FY2021	FY2022	FY2023		FY2024
Auxiliary Overhead	Admin Overhead Auxiliary	4876300	\$	5,000	\$	3,750	\$ 10,000	\$ 5,000	\$	5,100
Other Sources Revenue	Miscellaneous Revenues	4876301					\$ (3,267)			
Transfers	Transfer to Reserves	4876304					\$ 307,263	\$ 186,638	\$	190,371
Transfers	Transfer from Reserves	4876306			\$	(554.000)			s	(578.306)
Other Sources Revenue	Special Event Income	4876342	\$	(16)						
Other Sources Revenue	Services Income	4876344	\$	(900,000)	\$	(1,000,000)	\$ (1,100,000)	\$ (1,000,000)	\$	(1,020,000)
Transiers	Allocation of Revenue	3033710	Ĵ	(1,204,004)	ŷ	(194,000)	\$ (2,009,000)	\$ (2,100,000)	ŝ	(2,101,400)
Salary and Wages	Regular Exempt	6010102	\$	353,146	\$	760,955	\$ 735,637	\$ 428,765	\$	505,076
Salary and Wages	Regular NonExempt	6010103	\$	364,332	\$	582,114	\$ 596,899	\$ 313,650	\$	276,789
Salary and Wages	Contractual NonExempt	6010113	\$	430,462	\$	103,621	\$ 825,732	\$ 410,817	\$	419,033
Salary and Wages	Manual Entry - Payroll	6010199	\$	(4,485)						
Salary and Wages	Overtime Earnings	6010400	\$	77,931	\$	20,125	\$ 93,815	\$ 74,800	\$	76,296
Salary and Wages	Shift Differential	6010500	\$	24,568	\$	7,442	\$ 40,236	\$ 20,540	\$	20,951
Salary and Wages	Student Payments	6012000	\$	93,971	\$	11,344	\$ 203,857	\$ 90,000	\$	91,800
Fringe Benefits	Social Security Contributions	6015100	\$	93,526	\$	148,211	\$ 181,765	\$ 94,000	\$	95,880
Fringe Benefits	Health Insurance	6015200	\$	124,571	\$	250,516	\$ 239,614	\$ 115,000	\$	117,300
Fringe Benefits	Retirees Health Ins Premiums	6015400	\$	55,668	\$	112,529	\$ 114,566	\$ 56,000	\$	57,120
Fringe Benefits	Employee's Pension	6016105	\$	112,521	\$	229,276	\$ 213,045	\$ 103,000	\$	105,060
Fringe Benefits	Optional Retire/Pens Sys(TIA4	6016800	\$	8,456	\$	17,083	\$ 19,132	\$ 11,000	\$	11,220
Fringe Benefits	Unemployment Compensation	6017400	\$	3,444	\$	(93)	\$ 7,266	\$ 4,000	\$	4,080
Fringe Benefits	Workers' Compensation	6017500	\$	359	\$	3,423	\$ 3,112	\$ 2,000	\$	2,040
Fringe Benefits	Tuition Waivers - Employees	6018110					\$ 4,939	\$ 5,000	\$	5,100
Supplies & Other	Training & Staff Development	7020800	\$	383	\$	5,000	\$ 10,000	\$ 10,000	\$	10,200
Fringe Benefits	ACA Payments	7021700			\$	5,000	\$ 5,000	\$ 5,000	\$	5,100
Supplies & Other	Other-Technical & Special Fee	s 7029900	\$	90			\$ 100	\$ 100	\$	102
Supplies & Other	Postage	7030100	S	51	\$	100	\$ 100	\$ 100	S	102

- Many of the questions in years past have been around specific equations on summary tabs not working properly. This is caused by key features within the spreadsheet that must be included for some of those equations to run.
 - For example, if a fund number was missing from an added line, the data added in that line will not be picked up in the Summary Totals or Account details tabs.
- If a specific required data point is missing from the Budget Worksheet but is required for end submission, the cell will automatically turn red and stay red until the data has been filled into the appropriate cell.

UNIVERSITY OF MARYLAND, BALTIMORE COUNTY FY 2024 WORKING BUDGET

FUND CODE	✓ DEPT# ✓	DEPT NAME		ACCOUNT# _1	POSITION# 🗸	DESCRIPTION	- EMPLOYEE NAME	POS 👻 PROJECT ID 👻	PROG FIN 👻	ANNUAL -
1111	10999	UMBC Ice Cream Sho	oppe A&F	6010103	10060008	CUSTOMER ATTENDANT	VACANT	99IC	099	-
1111	10999	UMBC Ice Cream Sho	oppe A&F	6010103	10060009	FLAVOR UNDERSTUDY	VACANT	99IC	099	-
1112	10999	UMBC Ice Cream Sho	oppe A&F	6010103	10060006	DELIVERY DRIVER	McDonald, Ronald	99IC	099	23,136.18
1112	10999	UMBC Ice Cream Sho	oppe A&F	6010103	10060003	CASHIER	Smoothie, Fruit	99IC	099	43,999.97
1112	10999	UMBC Ice Cream Sho	oppe A&F	6010103	10060004	CASHIER	Queen, Dairy	99IC	099	47,098.69
1112	10999	UMBC Ice Cream Sho	oppe A&F	6010103	10060005	DELIVERY	Blizzard, Sonic	99IC	099	52,286.50
1112		#N/A	#N/A			#N/A				

WORKING Budget Submission

- The actual FY24 Budget Worksheet tab has been formatted into a table so that new lines can be simply typed into the bottom of the dataset.
- All equations built into the sheet will be automatically copied down to the new line created to keep the Worksheet intact.

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If a listed employee position is no longer applicable, insert a zero in column N (FTE) and a negative adjustment in column R (Adjustment) so that the ending amount in column S (Ending Amount) becomes zero.

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 The same thing must be done for revenue/expenses without column N.

Project IDs

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Path: Peoplesoft Finance > Navigator> Reporting Tools > Query > Query Viewer > UM_JN_ACTIVE_PROJ_NON_RESTR

- If there is a project ID listed in column K, make sure it is a current valid project number.
- Search project ID using "UM_JN_ACTIVE_PROJ_NON_RESTR" query. (See path below screenshot)
- Note: If an invalid project number is submitted on the budget worksheet and rejected during the budget upload process, the default project number "00003797" will be loaded in its place.



Revenues

UMBC Revenue Accounts

 Revenue Accounts (all accounts beginning with a "4" or "5") will generally be entered as negative amounts (i.e., credit balances = "inflows" of revenue) unless it is a revenue transfer or allocation of revenue going to a different Department or Fund (i.e., debit balances = "outflows" of revenue).

Example - Revenue

- UMBC Ice Cream Shoppe needs to include an additional \$200,000 of revenue in their budget in account 4876344.
- This revenue should be entered as a negative amount "-200,000" in column R (Adjustment).

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Transfers

When adjusting a revenue transfer/allocation account (accounts 5833710 - Allocation of Revenue or 4876305 - Transfer to/from Program), both departments should use column U (comments) to identify the specific chartstring where the additional funding is going/coming.

Failure to identify the specific chartstring for the other side of these transactions will require the Budget Office to follow up with the applicable unit showing the unidentified adjustment..

Tip: Use multiple lines if there are adjustments in a/c 5833710 going to / from more than one dept/fund. This will make reconciliations easier.

WUMBC Example - Transfers

- Dept. B transfers \$50,000 to another program in Dept. C using account 5833710.
- Dept. B. will enter the \$50,000 as a positive number (outflow of funds) in account 5833710
- Dept. C will enter the \$50,000 as a negative amount "-50,000" (inflow of funds) in account 5833710

UNIVERSITY OF MARYLAND, BALTIMORE COUNTY FY 2024 WORKING BUDGET



WUMBC Example - Transfers

• You may only see one side of the transfer, which is the same for split positions, so coordination with your colleagues is key to a clean budget submission

Employee Support
Employee Support
Employee Support
ENDING
AMOUNT
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23,599



Questions?



Budget Office Contacts

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- Kevin Campbell, Lead Budget Analyst

- kecamp25@UMBC.edu

- Taylor Saavedra, Budget Analyst
 - ttarnai1@UMBC.edu