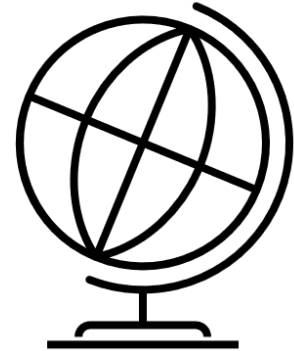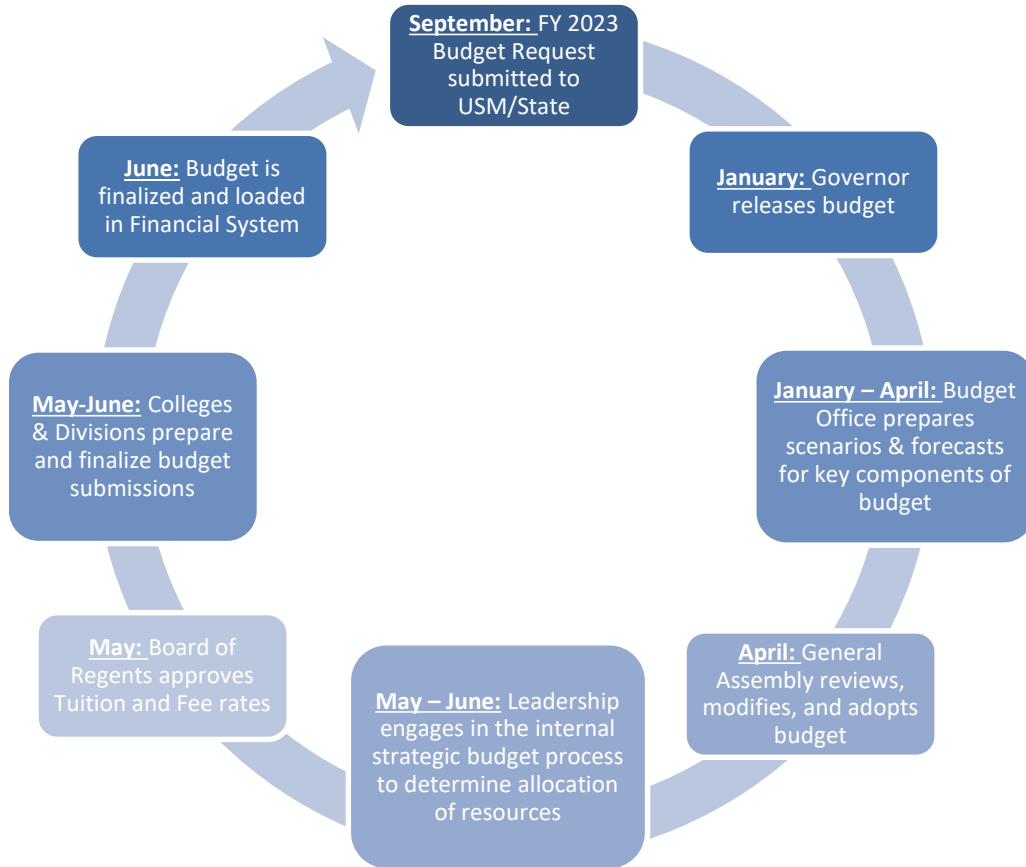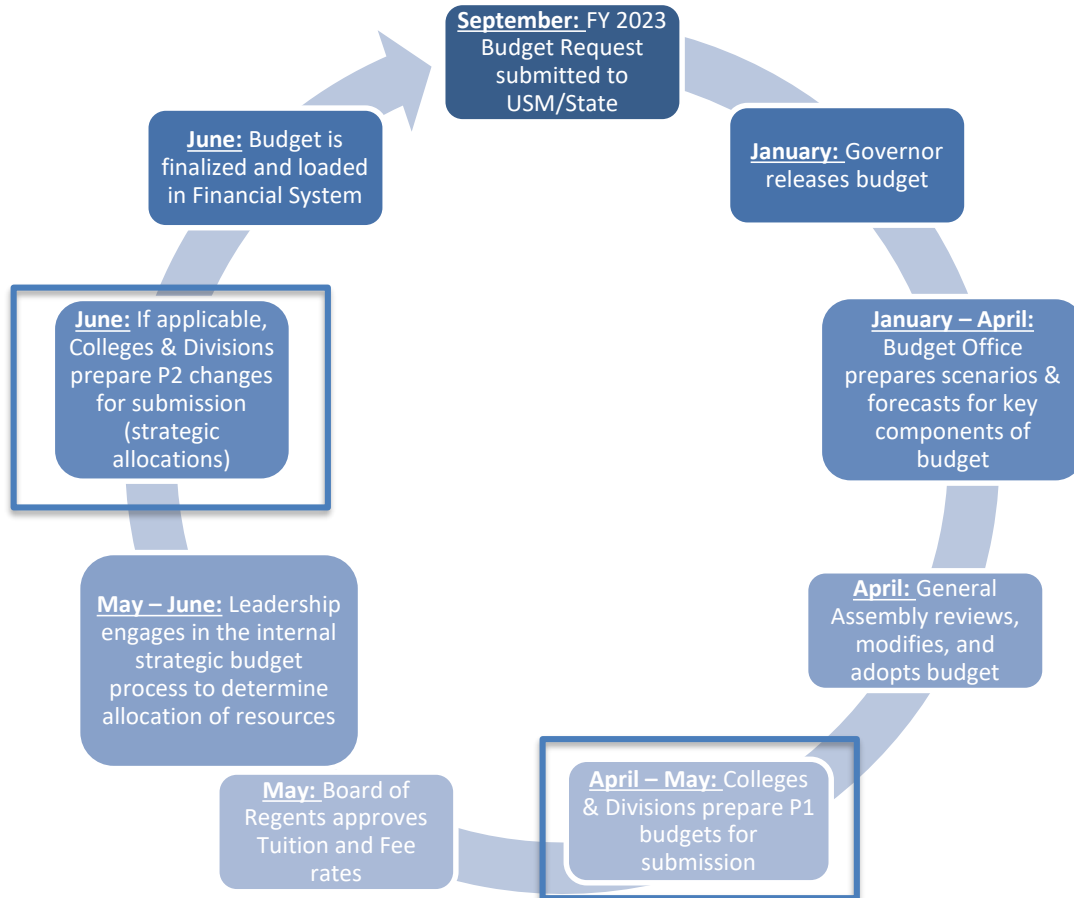# FY 2024 Budget Training

Tuesday, April 18, 2023

Thursday, April 20, 2023

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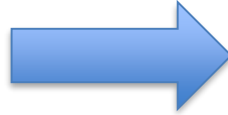 - Inputting Revenue and Expenses
- Q&A

September: FY 2023 Budget Request submitted to USM/State

January: Governor releases budget

January – April: Budget Office prepares scenarios & forecasts for key components of budget

April: General Assembly reviews, modifies, and adopts budget

May – June: Leadership engages in the internal strategic budget process to determine allocation of resources

May: Board of Regents approves Tuition and Fee rates

May-June: Colleges & Divisions prepare and finalize budget submissions

June: Budget is finalized and loaded in Financial System

September: FY 2023 Budget Request submitted to USM/State

January: Governor releases budget

January – April: Budget Office prepares scenarios & forecasts for key components of budget

April: General Assembly reviews, modifies, and adopts budget

April – May: Colleges & Divisions prepare P1 budgets for submission

May: Board of Regents approves Tuition and Fee rates

May – June: Leadership engages in the internal strategic budget process to determine allocation of resources

June: If applicable, Colleges & Divisions prepare P2 changes for submission (strategic allocations)

June: Budget is finalized and loaded in Financial System
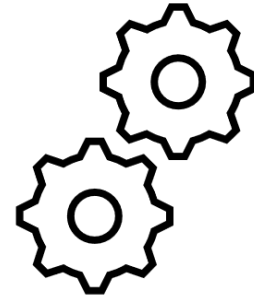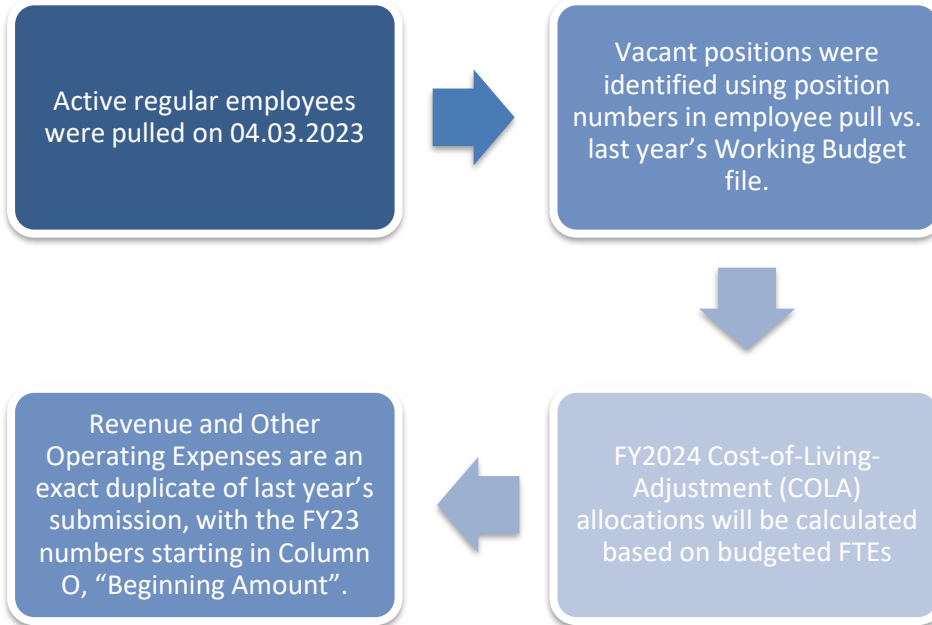
UMBC

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%   *No confirmation from DBM*
  - Merit 7.1 at 2.5%   *as of 04.14.2023*
  - 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

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.

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

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

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
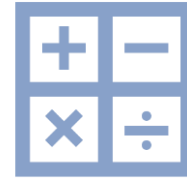
4.5% COLA (Nov 1,2022):

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

2% COLA (Jul 1,2023):

The Budget Worksheet includes a 2.0% COLA increase effective 07.01.2023 for all active regular employees.

COLA (Adjustment Column)

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

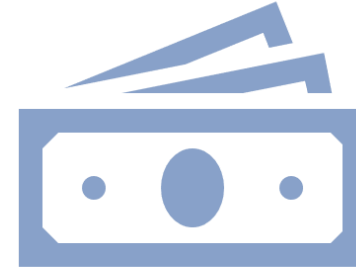COLA at 2.0% was pre-populated in worksheets for Active employees

EMPLOYEE NAME	POS JOBCO	PROG FIN	ANNUAL RATE	FTE	BEGINNING AMOUNT	COLA (2% effective 7.1.2023)	MERIT (effective 7.1.2023)	ADJUSTMENT	ENDING 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.

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 JOBCO	PROG FIN	ANNUAL RATE	FTE	BEGINNING AMOUNT	COLA (2% effective 7.1.2023)	MERIT (effective 7.1.2023)	ADJUSTMENT	ENDING 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

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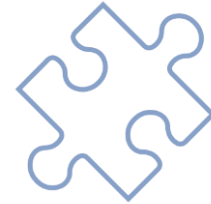
(See FY24 Budget File Changes section in slide deck for details)

Salaries and Wages

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.)

Summary of ALL FY24 Budget Dollars

FUND	Revenues	Expenditures	Net Revenue/ 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

UMBC

Turnover Expectancy (**account 6018905**) will be budgeted as a percent of total State Support salaries.
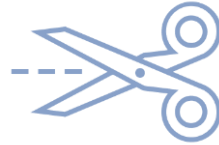
Turnover should be between 3.5%-7% of budgeted State Support Salaries. This total percentage should be reflected as a negative salary adjustment, which increase's your unit's capacity to re-invest.

The turnover expectancy can be budgeted centrally in each college and division or at the unit/department level.

FUND CODE	DEPT#	DEPT NAME	DIV NAME	ACCOUNT#	DESCRIPTION	EMPLOYEE NAME	ANNUAL RATE	FTE	BEGINNING AMOUNT	COLA (2% effective 7.1.2023)	MERIT (effective 7.1.2023)	ADJUST MENT	ENDING AMOUNT	1111	1112	Total
1111	10999	UMBC Ice Cream Shoppe	A&F	6010103	CUSTOMER ATTENDANT	VACANT	-	1.00	50,852.00	1,017			51,869	$ 51,869.04		
1111	10999	UMBC Ice Cream Shoppe	A&F	6010103	FLAVOR UNDERSTUDY	VACANT	-	1.00	50,852.00	1,017			51,869	$ 51,869.04		
1111	10999	UMBC Ice Cream Shoppe	A&F	6010102	Regular Exempt	King, Burger		1.00	60,000.00	1,200			61,200	$ 61,200.00		
1111	10999	UMBC Ice Cream Shoppe	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 Shoppe	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 Shoppe	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 Shoppe	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 Shoppe	A&F	6010103	DELIVERY	Blizzard, Sonic	52,286.50	1.00	62,286.50	1,246			63,532		$ 63,532.23	
1112	10999	UMBC Ice Cream Shoppe	A&F	6010102	FLAVOR DESIGNER	Johns, Papa	65,891.91	1.00	75,891.91	1,518			77,410		$ 77,409.75	
1112	10999	UMBC Ice Cream Shoppe	A&F	6010102	ASST. MANAGER	VACANT	-	1.00	60,578.00	1,212			61,790		$ 61,789.56	
1112	10999	UMBC Ice Cream Shoppe	A&F	6010102	ASST. FLAVOR DESIGNER	Bell, Taco	92,968.47	1.00	82,968.47	1,659			84,628		$ 84,627.84	
1112	10999	UMBC Ice Cream Shoppe	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 used for turnover expectancy calculation at 7%.

Turnover Expectancy: **$ (16,486.43)**

FUND CODE	DEPT#	DEPT NAME	DIV NAME	ACCOUNT#	DESCRIPTION	PROG FIN	BEGINNING AMOUNT	COLA (2% effective 7.1.2023)	MERIT (effective 7.1.2023)	ADJUSTMENT	ENDING AMOUNT
1112	10999	UMBC Ice Cream Shoppe	A&F	6010103	CASHIER	099	47,099	942			48,041
1112	10999	UMBC Ice Cream Shoppe	A&F	6010103	DELIVERY	099	52,287	1,046			53,332
1112	10999	UMBC Ice Cream Shoppe	A&F	6010113	Contractual NonExempt	099	410,817				410,817
1111	10999	UMBC Ice Cream Shoppe	A&F	6018905	Turnover Expectancy	099				(16,486)	(16,486)

Expectancy entered as negative adjustment.

- 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.

UMBC

- 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 7.1.2023)	MERIT (effective	ADJUSTMENT	ENDING AMOUNT
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

Be sure to allocate the Beginning Amount and FTE appropriately.

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.

- 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 (ccorre70@umbc.edu)**

FY24 Budget File Changes
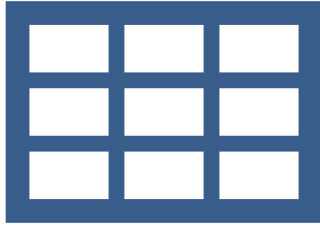
FY20-24 trend data by parent and detailed account is now included in three separate tabs within each unit's worksheet, edited to supply only that unit's data (split out by budget file number).

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%

Pre-Populated Trend Data

Summary by Fund

Fund - 1111

	FY2020 Actuals	FY2021 Actuals	FY2022 Actuals	FY2023 Budget	FY2024 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	$ -	$ -	$ -	$ -	$ -
Travel	$ -	$ -	$ -	$ -	$ -
Equipment	$ -	$ -	$ -	$ -	$ -
Supplies & Other	$ -	$ -	$ -	$ -	$ -
Utilities	$ -	$ -	$ -	$ -	$ -
Contractual Services	$ -	$ -	$ -	$ -	$ -
Fixed Charges	$ -	$ -	$ -	$ -	$ -
Infrastructure	$ -	$ -	$ -	$ -	$ -
Indirect Cost Expense	$ -	$ -	$ -	$ -	$ -
Total Expenses	$ -	$ -	$ -	$ -	$ 215,120
Net Surplus or (Deficit)	$ -	$ -	$ -	$ -	$ 363,186

Fund - 1112

	FY2020 Actuals	FY2021 Actuals	FY2022 Actuals	FY2023 Budget	FY2024 Budget
Revenues					
Tuition and Fees	$ -	$ -	$ -	$ -	$ -
State Appropriation	$ -	$ -	$ -	$ -	$ -
Grants and Contracts	$ -	$ -	$ -	$ -	$ -
Gifts	$ -	$ -	$ -	$ -	$ -
Indirect Cost Recovery	$ -	$ -	$ -	$ -	$ -
Investment Income	$ -	$ -	$ -	$ -	$ -
Other Sources Revenue	$ 900,016	$ 1,000,000	$ 1,103,267	$ 1,000,000	$ 1,020,000
Other Auxiliary	$ -	$ -	$ -	$ -	$ -
Auxiliary Overhead	$ (5,000)	$ (3,750)	$ (5,000)	$ (5,000)	$ (5,100)
Transfers	$ 1,254,384	$ -	$ 2,009,660	$ 1,952,022	$ 1,991,062
Total Revenue	$ 2,149,400	$ 996,250	$ 3,107,927	$ 2,947,022	$ 3,005,962
Expenses					
Salary and Wages	$ 1,317,929	$ 739,746	$ 1,249,862	$ 1,313,572	$ 1,149,325
Fringe Benefits	$ 398,545	$ 362,444	$ 380,439	$ 395,000	$ 402,900
Total Compensation	$ 1,716,474	$ 1,102,190	$ 1,630,300	$ 1,708,572	$ 1,552,225
Scholarships and Fellowships	$ -	$ -	$ -	$ -	$ -
Travel	$ 15,090	$ 65	$ 649	$ 15,000	$ 15,300
Equipment	$ -	$ -	$ -	$ 20,000	$ 20,400
Supplies & Other	$ 1,440,020	$ 678,757	$ 600,754	$ 610,750	$ 622,965
Utilities	$ 2,056	$ 6,601	$ (1,392)	$ -	$ -
Contractual Services	$ 164,139	$ 66,341	$ 160,119	$ 181,790	$ 185,426
Fixed Charges	$ 56,126	$ 3,938	$ 2,964	$ 276,000	$ 281,520
Infrastructure	$ -	$ -	$ -	$ -	$ -
Indirect Cost Expense	$ -	$ -	$ -	$ -	$ -
Total Expenses	$ 3,393,906	$ 1,857,892	$ 2,393,395	$ 2,812,112	$ 2,677,836
Net Surplus or (Deficit)	$ (1,244,505)	$ (861,642)	$ 714,532	$ 134,910	$ 328,126

Fund - 1113

	FY2020 Actuals	FY2021 Actuals	FY2022 Actuals	FY2023 Bu
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
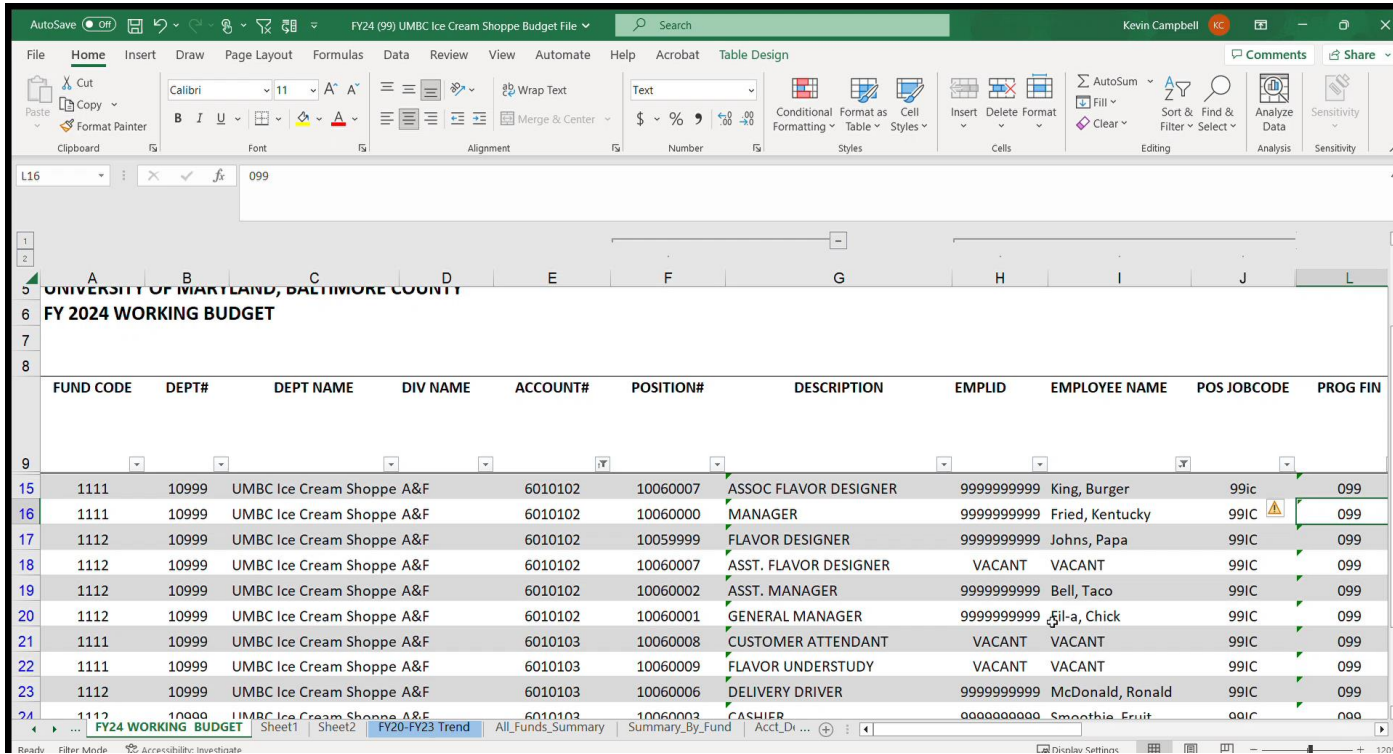
SLT Accounts	Account Description	Account	Actuals FY2020	Actuals FY2021	Actuals FY2022	Budget FY2023	Budget FY2024
Auxiliary Overhead	Admin Overhead Auxiliary	4876300	$ 5,000	$ 3,750	$ 10,000	$ 5,000	$ 5,100
Other Sources Revenue	Miscellaneous Revenues	4876301			$ (3,267)		
Transfers	Transfer to Reserves	4876304			$ 307,263	$ 186,638	$ 190,371
Transfers	Transfer from Reserves	4876306		$ (554,000)			$ (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)
Transfers	Allocation of Revenue	5833710	$ (1,254,384)	$ (794,395)	$ (2,009,000)	$ (2,158,000)	$ (2,181,433)
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(TIAA)	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 Fees	7029900	$ 90		$ 100	$ 100	$ 102
Supplies & Other	Postage	7030100	$ 51	$ 100	$ 100	$ 100	$ 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
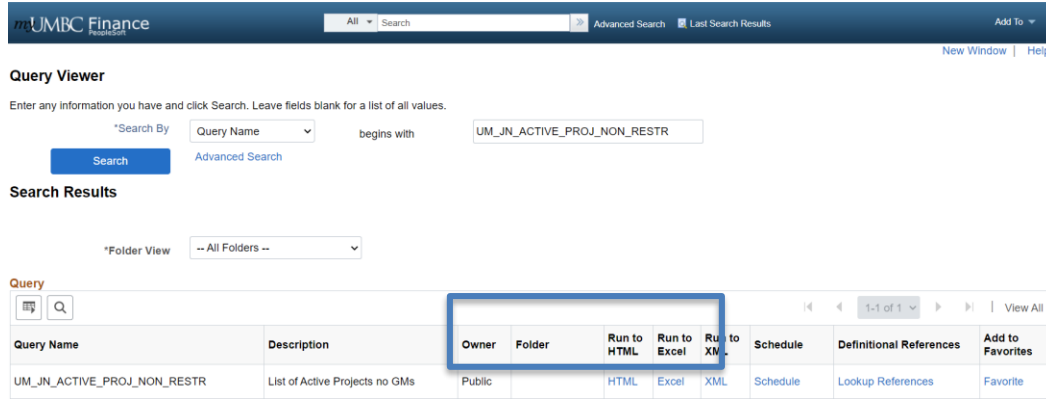
FUND CODE	DEPT#	DEPT NAME	DIV NAME	ACCOUNT#	POSITION#	DESCRIPTION	EMPLOYEE NAME	POS	PROJECT ID	PROG FIN	ANNUAL
1111	10999	UMBC Ice Cream Shoppe A&F		6010103	10060008	CUSTOMER ATTENDANT	VACANT	99IC		099	-
1111	10999	UMBC Ice Cream Shoppe A&F		6010103	10060009	FLAVOR UNDERSTUDY	VACANT	99IC		099	-
1112	10999	UMBC Ice Cream Shoppe A&F		6010103	10060006	DELIVERY DRIVER	McDonald, Ronald	99IC		099	23,136.18
1112	10999	UMBC Ice Cream Shoppe A&F		6010103	10060003	CASHIER	Smoothie, Fruit	99IC		099	43,999.97
1112	10999	UMBC Ice Cream Shoppe A&F		6010103	10060004	CASHIER	Queen, Dairy	99IC		099	47,098.69
1112	10999	UMBC Ice Cream Shoppe A&F		6010103	10060005	DELIVERY	Blizzard, Sonic	99IC		099	52,286.50
1112		#N/A	#N/A			#N/A					

The 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.

Removing Old Positions – Do Not Delete

- 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.
- The same thing must be done for revenue/expenses without column N.
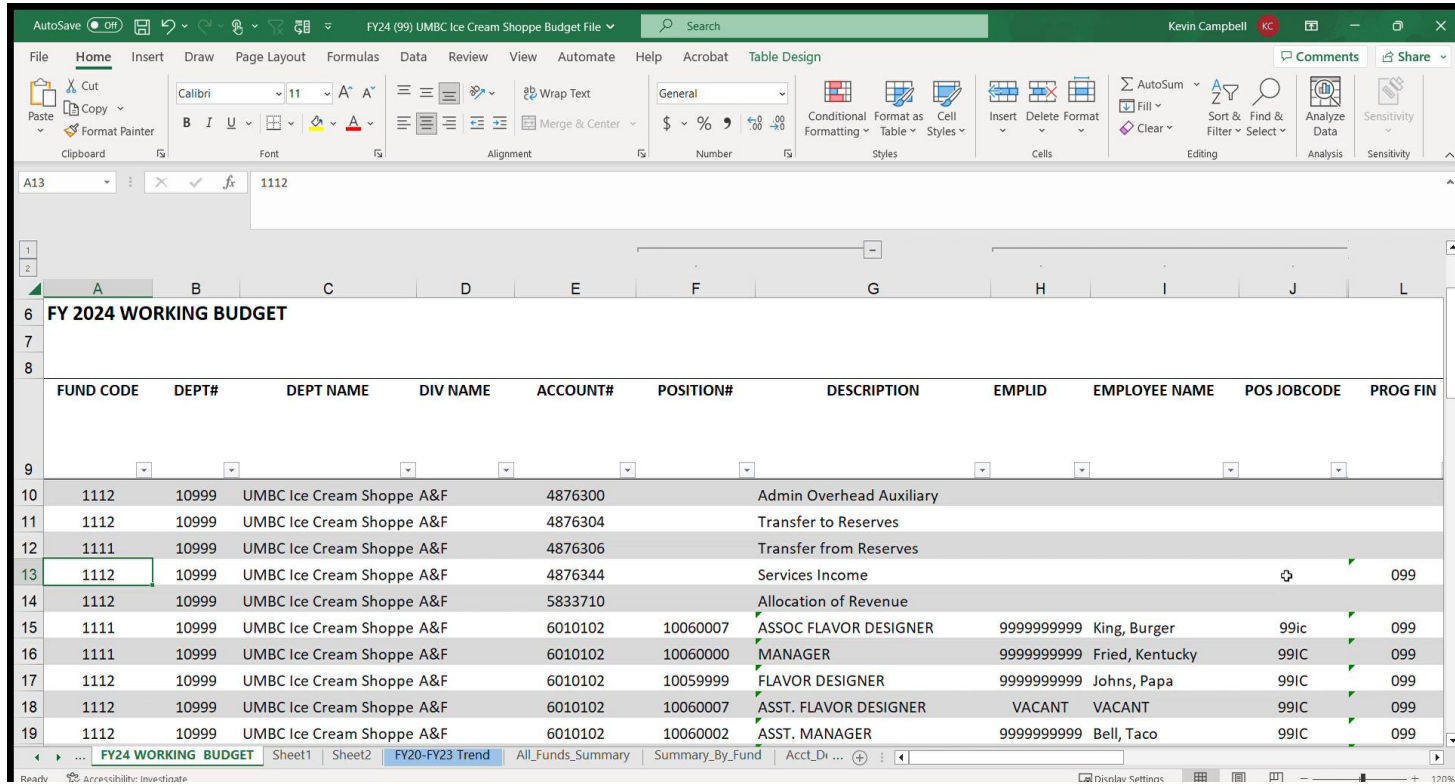
Path: Peoplesoft Finance > Navigator> Reporting Tools >

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

- 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).

- 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).

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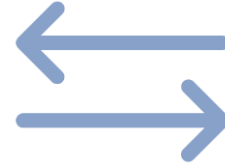
Tip: Use multiple lines if there are adjustments in a/c 5833710 going to / from more than one dept/fund. This will make reconciliations easier.

- 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

FUND CODE	DEPT#	DEPT NAME	DIV NAME	ACCOUNT#	DESCRIPTION	PROG FIN	BEGINNING AMOUNT	ENDING AMOUNT		FY24 COMMENTS
1112	10999	UMBC Ice Cream Shoppe	A&F	5833710	Allocation of Revenue	099	50,000	50,000		1112-10307: Sending $50K for Employee Support
1112	10307	Transportation Services	Student Aff.	5833710	Allocation of Revenue	099	(50,000)	(50,000)		1112-10999: Receiving $50K Employee Support

Exact amounts, with revenue going to (credit -) Transportation Services, from Ice Cream Shoppe (Debit +)

Detailed description in the comments for the purpose/nature of the transfer

- 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

FUND CODE	DEPT#	DEPT NAME	DIV NAME	ACCOUNT#	DESCRIPTION	PROG FIN	BEGINNING AMOUNT	ENDING AMOUNT	FY24 COMMENTS
1112	10999	UMBC Ice Cream Shoppe	A&F	5833710	Allocation of Revenue	099	50,000	50,000	1112-10999: Sending $50K for Employee Support

FUND CODE	DEPT#	DEPT NAME	DIV NAME	ACCOUNT#	DESCRIPTION	EMPLOYEE NAME	ANNUAL RATE	FTE	BEGINNING AMOUNT	COLA (2% effective 7.1.2023)	MERIT (effective	ADJUSTMENT	ENDING AMOUNT
1112	10999	UMBC Ice Cream Shoppe	A&F	6010103	DELIVERY DRIVER	McDonald, Ronald	46,272	0.50	23,136	463			23,599

Questions?

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