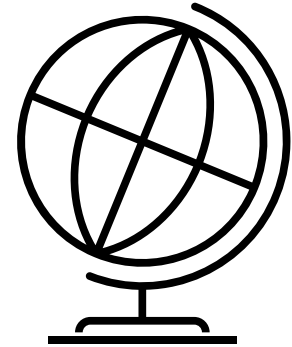


The background of the slide is a photograph of a modern building with a prominent glass facade and brick walls. The sky is filled with soft, white clouds, suggesting a bright but slightly overcast day. The building's architecture is contemporary, with clean lines and a mix of materials.

FY 2025 Budget Training

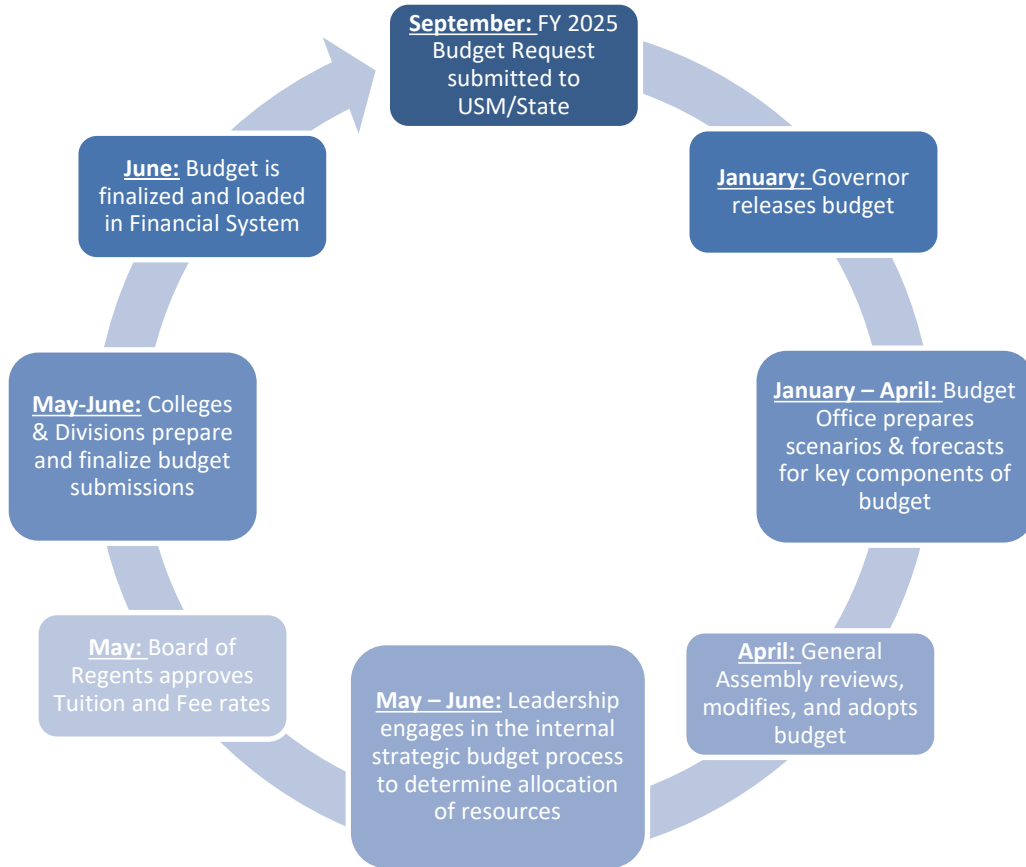
UMBC Budget Office
Friday, May 17, 2024
Monday, May 20, 2024

- Budget Cycle Process and Timeline
- Key Budget Assumptions
- General Guidance
- FY25 Budget File Changes
- Q&A

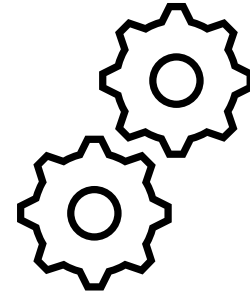
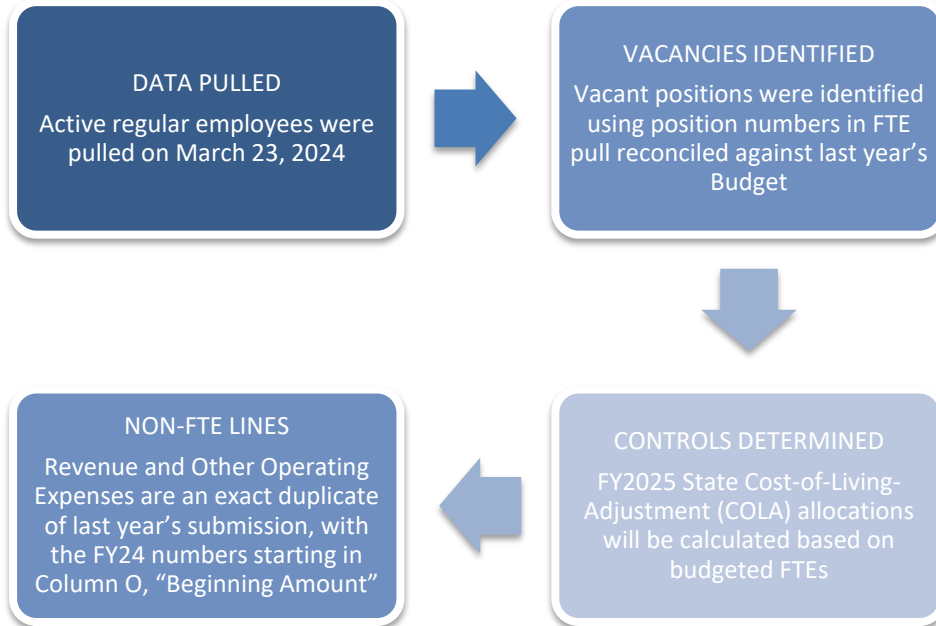


Budget Cycle Process and Timeline





- Control Numbers Issued: May 13, 2024
- Due: May 31, 2024
- What's In?
 - COLA 7.1 at 3.0%
 - Merit 7.1 at 2.5%
 - Other Known Costs (e.g.)
 - Utilities & Housekeeping
 - Fringe
 - Facilities Maintenance



Key Budget Assumptions

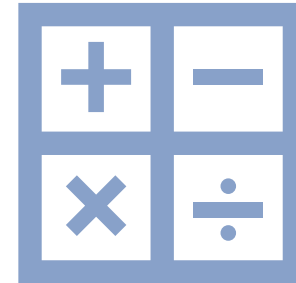
COLA & Merit Increases

3.0% COLA (Jul 1,2024):



The Budget Worksheet includes a 3.0% COLA increase effective 07.01.2024 for all active regular employees.

COLA
(Adjustment Column)



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

COLA at 3.0% was pre-populated in worksheets for active employees

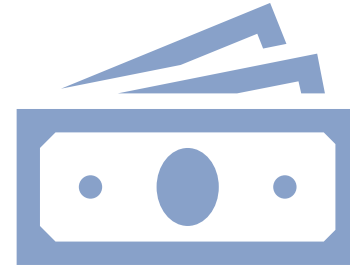


FUND CODE	DEPT#	DEPT NAME	DIV NAME	ACCOUNT#	DESCRIPTION	EMPLOYEE NAME	ANNUAL RATE	FTE	BEGINNING AMOUNT	COLA (3% effective 7.1.2024)	MERIT (effective 7.1.2024)	ADJUST MENT	ENDING AMOUNT
1111	10999	UMBC Ice Cream Shoppe A&F		6010103	CUSTOMER ATTENDANT	VACANT	-	1.00	50,852.00	1,526			52,378
1111	10999	UMBC Ice Cream Shoppe A&F		6010103	FLAVOR UNDERSTUDY	VACANT	-	1.00	50,852.00	1,526			52,378
1111	10999	UMBC Ice Cream Shoppe A&F		6010102	Regular Exempt	King, Burger		1.00	60,000.00	1,800			61,800
1111	10999	UMBC Ice Cream Shoppe A&F		6010102	MANAGER	Fried, Kentucky	79,198.49	1.00	69,198.00	2,076			71,274
1112	10999	UMBC Ice Cream Shoppe A&F		6010103	DELIVERY DRIVER	McDonald, Ronald	23,136.18	1.00	33,136.00	994			34,130
1112	10999	UMBC Ice Cream Shoppe A&F		6010103	CASHIER	Smoothie, Fruit	43,999.97	1.00	53,999.00	1,620			55,619
1112	10999	UMBC Ice Cream Shoppe A&F		6010103	CASHIER	Queen, Dairy	47,098.69	1.00	57,098.00	1,713			58,811
1112	10999	UMBC Ice Cream Shoppe A&F		6010103	DELIVERY	Blizzard, Sonic	52,286.50	1.00	62,286.00	1,869			64,155
1112	10999	UMBC Ice Cream Shoppe A&F		6010102	FLAVOR DESIGNER	Johns, Papa	65,891.91	1.00	75,891.00	2,277			78,168
1112	10999	UMBC Ice Cream Shoppe A&F		6010102	ASST. MANAGER	VACANT	-	1.00	60,578.00	1,817			62,395
1112	10999	UMBC Ice Cream Shoppe A&F		6010102	ASST. FLAVOR DESIGNER	Bell, Taco	92,968.47	1.00	82,968.00	2,489			85,457
1112	10999	UMBC Ice Cream Shoppe A&F		6010102	GENERAL MANAGER	Fil-a, Chick	136,535.76	1.00	126,535.00	3,796			130,331

(Effective 07.01.2024)



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.

FUND CODE	DEPT#	DEPT NAME	DIV NAME	ACCOUNT#	DESCRIPTION	EMPLOYEE NAME	ANNUAL RATE	FTE	BEGINNING AMOUNT	COLA (3% effective 7.1.2024)	MERIT (effective 7.1.2024)	ADJUSTMENT	ENDING AMOUNT
1111	10999	UMBC Ice Cream Shoppe A&F		6010103	CUSTOMER ATTENDANT	VACANT	-	1.00	50,852.00	1,526			52,378
1111	10999	UMBC Ice Cream Shoppe A&F		6010103	FLAVOR UNDERSTUDY	VACANT	-	1.00	50,852.00	1,526			52,378
1111	10999	UMBC Ice Cream Shoppe A&F		6010102	Regular Exempt	King, Burger		1.00	60,000.00	1,800			61,800
1111	10999	UMBC Ice Cream Shoppe A&F		6010102	MANAGER	Fried, Kentucky	79,198.49	1.00	69,198.00	2,076			71,274
1112	10999	UMBC Ice Cream Shoppe A&F		6010103	DELIVERY DRIVER	McDonald, Ronald	23,136.18	1.00	33,136.00	994			34,130
1112	10999	UMBC Ice Cream Shoppe A&F		6010103	CASHIER	Smoothie, Fruit	43,999.97	1.00	53,999.00	1,620			55,619
1112	10999	UMBC Ice Cream Shoppe A&F		6010103	CASHIER	Queen, Dairy	47,098.69	1.00	57,098.00	1,713			58,811
1112	10999	UMBC Ice Cream Shoppe A&F		6010103	DELIVERY	Blizzard, Sonic	52,286.50	1.00	62,286.00	1,869			64,155
1112	10999	UMBC Ice Cream Shoppe A&F		6010102	FLAVOR DESIGNER	Johns, Papa	65,891.91	1.00	75,891.00	2,277			78,168
1112	10999	UMBC Ice Cream Shoppe A&F		6010102	ASST. MANAGER	VACANT	-	1.00	60,578.00	1,817			62,395
1112	10999	UMBC Ice Cream Shoppe A&F		6010102	ASST. FLAVOR DESIGNER	Bell, Taco	92,968.47	1.00	82,968.00	2,489			85,457
1112	10999	UMBC Ice Cream Shoppe A&F		6010102	GENERAL MANAGER	Fil-a, Chick	136,535.76	1.00	126,535.00	3,796			130,331



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



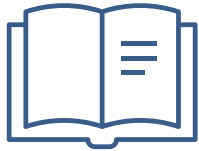
The FY25 Working Budget files should include all estimated self-support and research activity. (This can be budgeted centrally in each college, division or at the unit department level.)



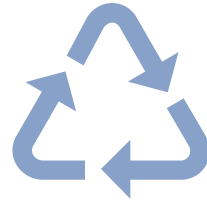
Trend data by fund and account has been included in the Working Budget file to assist with this task.

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

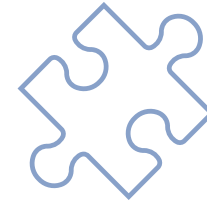
Salaries and Wages



For anything other than restricted (1253), **there should be no FTEs added to budget unless otherwise approved** prior to submission for the FY25 budget process.



Existing vacant lines should be repurposed for new functions needed in the FY 2025 Working Budget.



Summary Totals tab can help with this task. (See Screenshot of on next slide.)

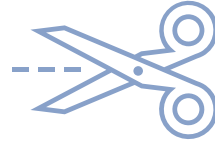
Summary of Full Time Equivalent (FTE) Positions

<u>FUND</u>	FTE's FY24	FTE's FY25	Total Change
1111	3.00	4.00	(1.00)
1112	8.00	8.00	0.00
1113	0.00	0.00	0.00
1114	0.00	0.00	0.00
1115	0.00	0.00	0.00
1116	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	12.00	(1.00)

Turnover Expectancy



Turnover Expectancy
(account 6018905) will be
budgeted as a percent of
total salaries by fund.



Turnover **must** be 6% of
budgeted final salaries. This
total percentage should be
reflected as a negative salary
adjustment, which increase's
your unit's capacity to re-
invest.



Each college and division
must adjust their turnover
prior to submission for **all**
funds except restricted.

CALCULATING TURNOVER

All your Total FTE Salaries AFTER Adjustments

(6010101+6010102+6010103) x 0.06 =

Turnover Expectancy

\$1,050,050 in FTE Salaries x 0.06 = (\$63,003)

(Entered as a negative number)



Calculating Turnover

FUND CODE	DEPT#	DEPT NAME	DIV NAME	ACCOUNT#	DESCRIPTION	EMPLOYEE NAME	ANNUAL RATE	FTE	BEGINNING AMOUNT	COLA (3% effective 7.1.2024)	MERIT (effective 7.1.2024)	ADJUSTMENT	ENDING AMOUNT	1111	1112
1111	10999	UMBC Ice Cream Shoppe A&F		6010103	CUSTOMER ATTENDANT VACANT		-	1.00	50,852.00	1,526			52,378	\$ 52,378.00	
1111	10999	UMBC Ice Cream Shoppe A&F		6010103	FLAVOR UNDERSTUDY VACANT		-	1.00	50,852.00	1,526			52,378	\$ 52,378.00	
1111	10999	UMBC Ice Cream Shoppe A&F		6010102	Regular Exempt	King, Burger		1.00	60,000.00	1,800			61,800	\$ 61,800.00	
1111	10999	UMBC Ice Cream Shoppe A&F		6010102	MANAGER	Fried, Kentucky	79,198.49	1.00	69,198.00	2,076			71,274	\$ 71,274.00	
1112	10999	UMBC Ice Cream Shoppe A&F		6010103	DELIVERY DRIVER	McDonald, Ronald	23,136.18	1.00	33,136.00	994			34,130		\$ 34,130.00
1112	10999	UMBC Ice Cream Shoppe A&F		6010103	CASHIER	Smoothie, Fruit	43,999.97	1.00	53,999.00	1,620			55,619	\$ 55,619.00	
1112	10999	UMBC Ice Cream Shoppe A&F		6010103	CASHIER	Queen, Dairy	47,098.69	1.00	57,098.00	1,713			58,811	\$ 58,811.00	
1112	10999	UMBC Ice Cream Shoppe A&F		6010103	DELIVERY	Blizzard, Sonic	52,286.50	1.00	62,286.00	1,869			64,155	\$ 64,155.00	
1112	10999	UMBC Ice Cream Shoppe A&F		6010102	FLAVOR DESIGNER	Johns, Papa	65,891.91	1.00	75,891.00	2,277			78,168	\$ 78,168.00	
1112	10999	UMBC Ice Cream Shoppe A&F		6010102	ASST. MANAGER	VACANT	-	1.00	60,578.00	1,817			62,395	\$ 62,395.00	
1112	10999	UMBC Ice Cream Shoppe A&F		6010102	ASST. FLAVOR DESIGNER	Bell, Taco	92,968.47	1.00	82,968.00	2,489			85,457	\$ 85,457.00	
1112	10999	UMBC Ice Cream Shoppe A&F		6010102	GENERAL MANAGER	Fil-a, Chick	136,535.76	1.00	126,535.00	3,796			130,331	\$ 130,331.00	
													Total State Salary	\$ 237,830.00	\$ 569,066.00

UNIVERSITY OF MARYLAND, BALTIMORE COUNTY FY 2024 WORKING BUDGET

Turnover Calculation: (14,270) (34,144)

FUND CODE	DEPT#	DEPT NAME	DIV NAME	ACCOUNT#	DESCRIPTION	PROG FIN	BEGINNING AMOUNT	COLA (3% effective 7.1.2024)	ADJUSTMENT	ENDING AMOUNT
1111	10999	UMBC Ice Cream Shoppe A&F		6018905	Turnover Expectancy	099	-	-	(14,270)	(14,270)
1112	10999	UMBC Ice Cream Shoppe A&F		6018905	Turnover Expectancy	099	-	-	(34,144)	(34,144)



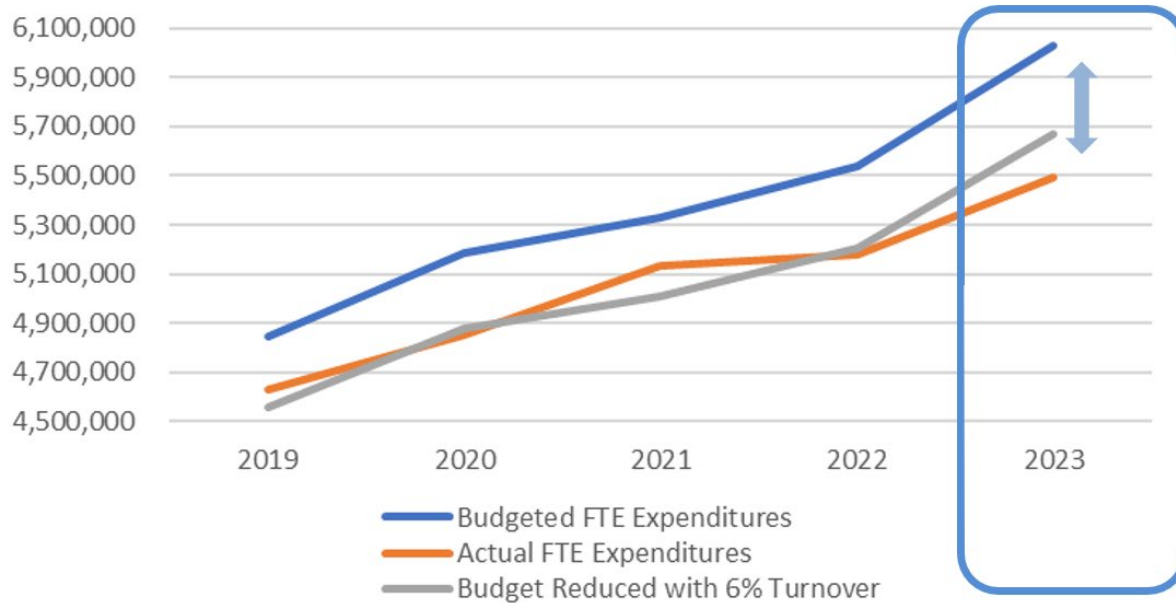
6% Turnover Requirement

<u>FUND</u>	<u>Total Salaries (Excluding Turnover)</u>	<u>6% Turnover Target</u>	<u>Current Turnover</u>	<u>*Required Change to Turnover</u>
1111	2,892,039	(173,522)	(91,744)	(81,778)
1112	-	-	-	-
1113	1,809,017	(108,541)	-	(108,541)
1114	371,036	(22,262)	-	(22,262)
1115	-	-	-	-
1116	-	-	-	-

**This must be 0 in order to meet your targeted 6% turnover amount*

This can be done as a final step after COLA and Merit are allocated

Budget vs. Actuals - State Supported FTEs



	Scenerio 1	Scenerio 2	
Control Number:	\$6,000,000	\$6,000,000	
Budgeted Salaries	\$6,000,000	\$6,000,000	
Turnover Adjustment	\$0	-\$360,000	
Budgeted FTE Salary Expenditure	\$6,000,000	\$5,640,000	<i>Remaining Funds = Control Number - Expenses</i>
Remaining Funds to Budget	\$0	\$360,000	<i>These funds can be put into other non-FTE accounts</i>
Actual Salaries Spent	\$5,500,000	\$5,500,000	
End of Year <u>Salary</u> Surplus	\$500,000	\$140,000	

General Guidance



- Continuing with the FY2025 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 FY2025 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.**
- **Please consider using the comments section of the sheet to track your changes**
- **If you need assistance with the Budget File, please contact Christopher Correnti (ccorre70@umbc.edu) and cc Taylor Saavedra (ttarnai1@umbc.edu)**

File Tab Name	
Checklist	Checklist for units to follow to confirm all required items are completed in the submission
Summary Totals	Variance analysis for revenue vs. expenditure & FY25 FTE Budget vs. FY24 FTE Budget
Department Totals	Pivot of the working budget by summary account categories
FY25 Working Budget	Actual worksheet where the Working Budget is entered
All Funds_Summary	FY21-25 Trend data by budget file, rolled up to parent account level
Summary_By_Fund	FY21-25 Trend data by budget file, rolled up to parent account level, but split out by fund
Acct_Detail	FY21-25 Trend data by budget file at account level detail, but split out by fund

- 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.

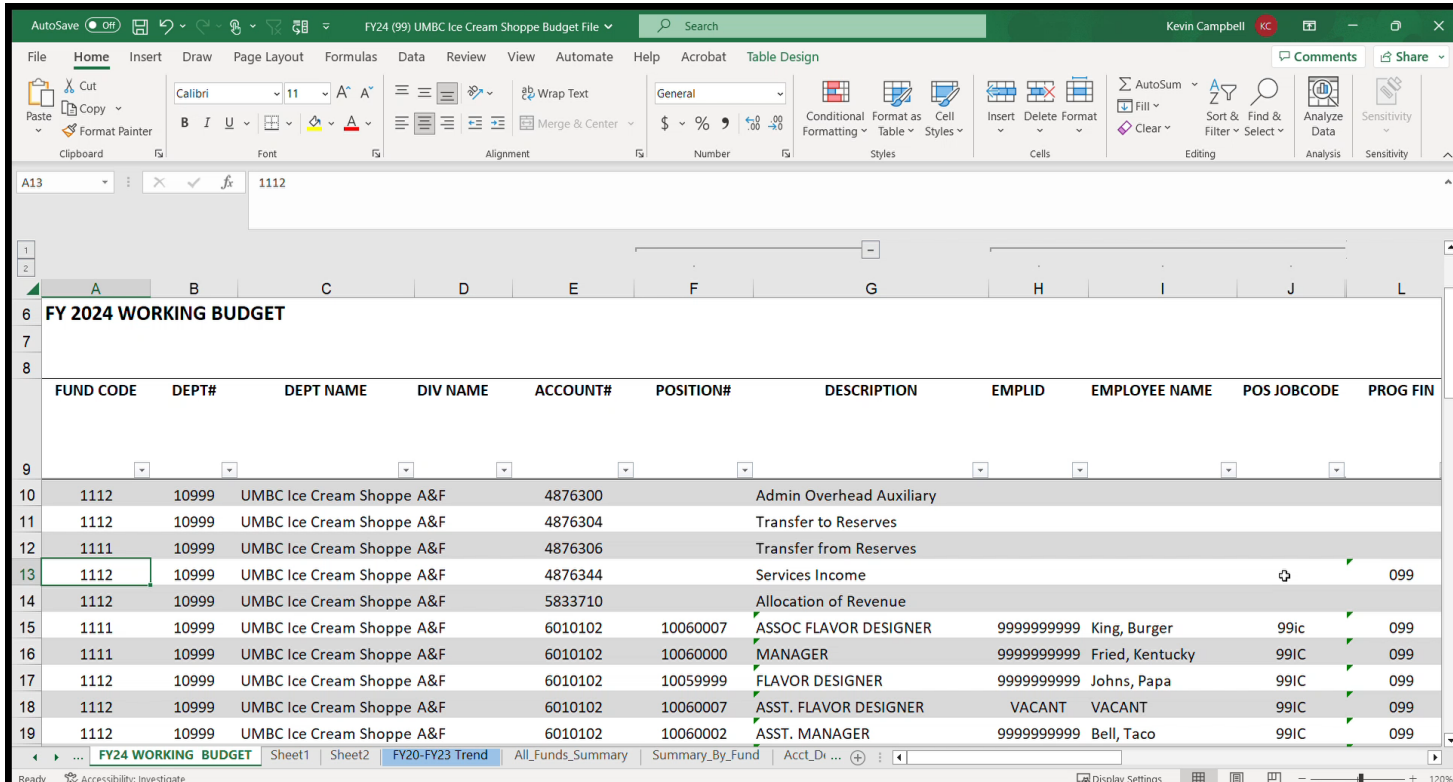
FUND CODE	DEPT#	DEPT NAME	DIV NAME	ACCOUNT#	DESCRIPTION	EMPLOYEE NAME	ANNUAL RATE	FTE	BEGINNING AMOUNT	COLA (2% effective 7.1.2023)	MERIT (effective e)	ADJUSTMENT	ENDING AMOUNT
1112	10999	UMBC Ice Cream Shoppe	A&F	6010103	DELIVERY DRIVER	McDonald, Ronald	46,272	0.50	23,136	463			23,599
1112	10307	Transportation 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.



- 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).
- Revenue does not get a prog fin number

- 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).



	FUND CODE	DEPT#	DEPT NAME	DIV NAME	ACCOUNT#	POSITION#	DESCRIPTION	EMPLID	EMPLOYEE NAME	POS JOBCODE	PROG FIN
6	FY 2024 WORKING BUDGET										
10	1112	10999	UMBC Ice Cream Shoppe A&F		4876300		Admin Overhead Auxiliary				
11	1112	10999	UMBC Ice Cream Shoppe A&F		4876304		Transfer to Reserves				
12	1111	10999	UMBC Ice Cream Shoppe A&F		4876306		Transfer from Reserves				
13	1112	10999	UMBC Ice Cream Shoppe A&F		4876344		Services Income				099
14	1112	10999	UMBC Ice Cream Shoppe A&F		5833710		Allocation of Revenue				
15	1111	10999	UMBC Ice Cream Shoppe A&F		6010102	10060007	ASSOC FLAVOR DESIGNER	9999999999	King, Burger	99ic	099
16	1111	10999	UMBC Ice Cream Shoppe A&F		6010102	10060000	MANAGER	9999999999	Fried, Kentucky	99IC	099
17	1112	10999	UMBC Ice Cream Shoppe A&F		6010102	10059999	FLAVOR DESIGNER	9999999999	Johns, Papa	99IC	099
18	1112	10999	UMBC Ice Cream Shoppe A&F		6010102	10060007	ASST. FLAVOR DESIGNER	VACANT	VACANT	99IC	099
19	1112	10999	UMBC Ice Cream Shoppe A&F		6010102	10060002	ASST. MANAGER	9999999999	Bell, Taco	99IC	099

The allocation of revenue account is used to budget transfers between units. To better reconcile transfers across the University, please use the following naming convention in the comments to label your transfer:

*Sending Fund-Sending Department_ Recieving Fund-Receiving
Department: Purpose*

*1111-10513_1111-10363: Central Campus sending funds to Provost
Office for XYZ purpose.*

- 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 2025 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	Transportation Services	Student Aff.	5833710	Allocation of Revenue	099	(50,000)	(50,000)	1112-10307_1112-10999: Sending \$50K for Employee Support 1112-10307_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

FY25 Budget File Changes

updated 5.1.24

BUDGET WORKSHEETS REVIEW CHECKLIST 2025

NOTE: The Budget Office will be reviewing all of these items. We have provided them to you in case you would like to follow our checklist prior to submission. If we have any questions or concerns about your file, we will be sure to reach out.

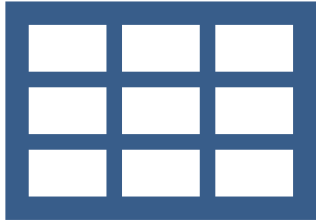
Task	Check
------	-------

REVIEW STEPS:

Budget Worksheet:

Before you submit your file back to the Budget Office verify:

The worksheet is not filtered	
There are no hidden columns or rows	
There are no blank rows. Note: Do not delete rows with a zero ending amount (column S) if there is a value in the beginning column (column O)	
Total of column S (Ending Amount) matches the "Total Net Revenue / Expenditures" amount on the Summary Totals worksheet (Cell X5). If not, correct before proceeding.	



FY21-25 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 FY25 column on these sheets will automatically update as data is adjusted for the FY25 Budget Cycle submission.

All Funds

All Funds

	FY2021	FY2022	FY2023	FY2024	FY2025	'21 to '25
	Actuals	Actuals	Actuals	Budget	Budget	% Change
Revenues						
Tuition and Fees	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
State Appropriation	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Grants and Contracts	\$ 26,125,625	\$ 28,297,179	\$ 44,112,412	\$ 27,084,357	\$ 27,084,357	3.54%
Gifts	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Indirect Cost Recovery	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Investment Income	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Other Sources Revenue	\$ 267,303	\$ 212,847	\$ 70,689	\$ -	\$ -	0.00%
Auxiliaries	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Auxiliary Overhead	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Transfers	\$ 3,457,859	\$ 4,009,659	\$ 2,438,030	\$ 4,396,494	\$ 4,396,494	21.35%
Total Revenue	\$ 29,850,786	\$ 32,519,685	\$ 46,621,132	\$ 31,480,851	\$ 31,480,851	5.18%
Expenses						
Salary and Wages	\$ 16,419,591	\$ 19,424,313	\$ 24,077,674	\$ 31,484,824	\$ 34,237,202	52.04%
Fringe Benefits	\$ 4,761,669	\$ 5,773,484	\$ 7,074,517	\$ 746,776	\$ 746,776	-537.63%
Total Compensation	\$ 21,181,260	\$ 25,197,797	\$ 31,152,191	\$ 32,231,600	\$ 34,983,978	39.45%
Scholarships and Fellowships	\$ (19,616)	\$ 151,591	\$ (33,123)	\$ 100,000	\$ 100,000	119.62%
Travel	\$ 69,804	\$ 318,476	\$ 982,858	\$ 75,909	\$ 75,909	8.04%
Equipment	\$ 217,245	\$ 90,686	\$ 133,876	\$ 17,500	\$ 17,500	-1141.40%
Supplies & Other	\$ 578,075	\$ 562,669	\$ 495,436	\$ 68,975	\$ 68,975	-738.09%
Utilities	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Contractual Services	\$ 3,744,207	\$ 2,408,568	\$ 9,709,721	\$ 1,054,526	\$ 1,054,526	-255.06%
Fixed Charges	\$ 301,838	\$ 263,572	\$ 256,381	\$ 206,195	\$ 206,195	-46.38%
Infrastructure	\$ -	\$ -	\$ 200,000	\$ -	\$ -	0.00%
Indirect Cost Expense	\$ 4,738,564	\$ 5,764,691	\$ 7,642,855	\$ -	\$ -	0.00%
Total Expenses	\$ 30,811,379	\$ 34,758,049	\$ 50,540,195	\$ 33,754,705	\$ 36,507,083	15.60%
Net Surplus / (Deficit)	\$ (960,592)	\$ (2,238,364)	\$ (3,919,064)	\$ (2,273,854)	\$ (5,026,232)	80.89%



Pre-Populated Trend Data

Fund - 1111

	FY2021	FY2022	FY2023	FY2024	FY2025
	Actuals	Actuals	Actuals	Budget	Budget
Revenues					
Tuition and Fees	\$ -	\$ -	\$ -	\$ -	\$ -
State Appropriation	\$ -	\$ -	\$ -	\$ -	\$ -
Grants and Contracts	\$ -	\$ -	\$ -	\$ -	\$ -
Gifts	\$ -	\$ -	\$ -	\$ -	\$ -
Indirect Cost Recovery	\$ -	\$ -	\$ -	\$ -	\$ -
Investment Income	\$ -	\$ -	\$ -	\$ -	\$ -
Other Sources Revenue	\$ -	\$ -	\$ -	\$ -	\$ -
Auxiliaries	\$ -	\$ -	\$ -	\$ -	\$ -
Auxiliary Overhead	\$ -	\$ -	\$ -	\$ -	\$ -
Transfers	\$ (177,266)	\$ (219,910)	\$ (605,653)	\$ 180,000	\$ 180,000
Total Revenue	\$ (177,266)	\$ (219,910)	\$ (605,653)	\$ 180,000	\$ 180,000
Expenses					
Salary and Wages	\$ 1,918,104	\$ 2,101,641	\$ 2,327,949	\$ 2,766,478	\$ 2,800,295
Fringe Benefits	\$ 718,538	\$ 785,140	\$ 892,816	\$ -	\$ -
Total Compensation	\$ 2,636,643	\$ 2,886,781	\$ 3,220,766	\$ 2,766,478	\$ 2,800,295
Scholarships and Fellowships	\$ 100,000	\$ 340,000	\$ -	\$ 100,000	\$ 100,000
Travel	\$ -	\$ -	\$ 11,403	\$ 13,275	\$ 13,275
Equipment	\$ 4,582	\$ 5,020	\$ 72,675	\$ -	\$ -
Supplies & Other	\$ 5,947	\$ 5,919	\$ 7,732	\$ 31,875	\$ 31,875
Utilities	\$ -	\$ -	\$ -	\$ -	\$ -
Contractual Services	\$ 2,653	\$ 2,673	\$ 3,657	\$ 54,478	\$ 54,478
Fixed Charges	\$ 3,370	\$ 2,266	\$ 3,805	\$ 21,285	\$ 21,285
Infrastructure	\$ -	\$ -	\$ -	\$ -	\$ -
Indirect Cost Expense	\$ -	\$ -	\$ -	\$ -	\$ -
Total Expenses	\$ 2,753,194	\$ 3,242,659	\$ 3,320,037	\$ 2,987,391	\$ 3,021,208
Net Surplus or (Deficit)	\$ (2,930,460)	\$ (3,462,570)	\$ (3,925,690)	\$ (2,807,391)	\$ (2,841,208)

Fund - 1112

	FY2021	FY2022	FY2023	FY2024	FY2025
	Actuals	Actuals	Actuals	Budget	Budget
Revenues					
Tuition and Fees	\$ -	\$ -	\$ -	\$ -	\$ -
State Appropriation	\$ -	\$ -	\$ -	\$ -	\$ -
Grants and Contracts	\$ -	\$ -	\$ -	\$ -	\$ -
Gifts	\$ -	\$ -	\$ -	\$ -	\$ -
Indirect Cost Recovery	\$ -	\$ -	\$ -	\$ -	\$ -
Investment Income	\$ -	\$ -	\$ -	\$ -	\$ -
Other Sources Revenue	\$ -	\$ -	\$ -	\$ -	\$ -
Auxiliaries	\$ -	\$ -	\$ -	\$ -	\$ -
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)	\$ -	\$ -	\$ -	\$ -	\$ -

Fund - 1113

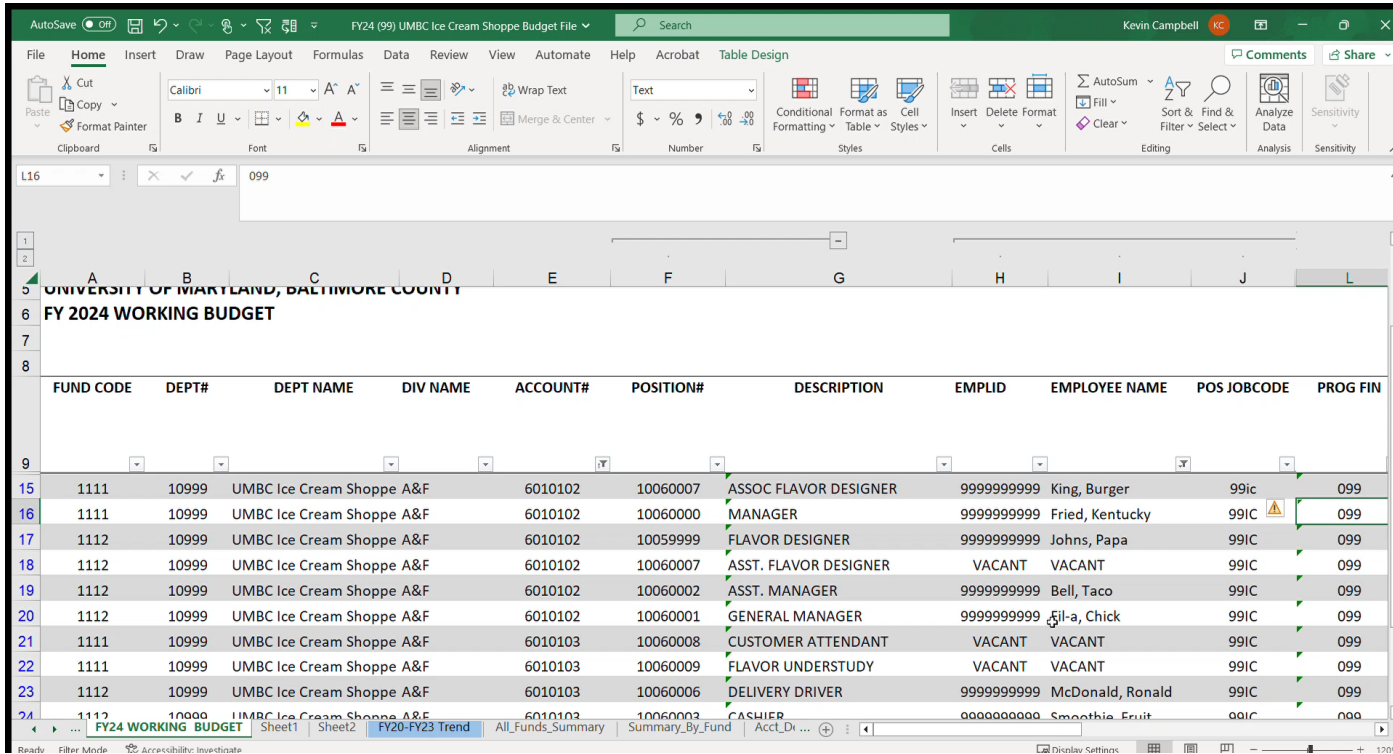
	FY2021	FY2022	FY2023	FY2024	FY2025
	Actuals	Actuals	Actuals	Budget	Budget
Revenues					
Tuition and Fees	\$ -	\$ -	\$ -	\$ -	\$ -
State Appropriation	\$ -	\$ -	\$ -	\$ -	\$ -
Grants and Contracts	\$ -	\$ -	\$ -	\$ -	\$ -
Gifts	\$ -	\$ -	\$ -	\$ -	\$ -
Indirect Cost Recovery	\$ -	\$ -	\$ -	\$ -	\$ -
Investment Income	\$ -	\$ -	\$ -	\$ -	\$ -
Other Sources Revenue	\$ 267,303	\$ 212,847	\$ 69,810	\$ -	\$ -
Auxiliaries	\$ -	\$ -	\$ -	\$ -	\$ -
Auxiliary Overhead	\$ -	\$ -	\$ -	\$ -	\$ -
Transfers	\$ 3,635,125	\$ 4,229,570	\$ 2,597,606	\$ 4,216,494	\$ 4,216,494
Total Revenue	\$ 3,902,428	\$ 4,442,416	\$ 2,667,416	\$ 4,216,494	\$ 4,216,494
Expenses					
Salary and Wages	\$ 1,001,092	\$ 1,334,466	\$ 1,163,163	\$ 1,593,499	\$ 1,809,017
Fringe Benefits	\$ 344,430	\$ 532,127	\$ 427,302	\$ 746,776	\$ 746,776
Total Compensation	\$ 1,345,523	\$ 1,866,593	\$ 1,590,465	\$ 2,340,275	\$ 2,555,793
Scholarships and Fellowships	\$ (128,722)	\$ (190,149)	\$ (39,213)	\$ -	\$ -
Travel	\$ 8,067	\$ 3,254	\$ 47,085	\$ 62,634	\$ 62,634
Equipment	\$ -	\$ 8,011	\$ 3,908	\$ 17,500	\$ 17,500
Supplies & Other	\$ 287,715	\$ 286,159	\$ 157,650	\$ 37,100	\$ 37,100
Utilities	\$ -	\$ -	\$ -	\$ -	\$ -
Contractual Services	\$ 346,072	\$ 558,321	\$ 553,663	\$ 1,000,048	\$ 1,000,048
Fixed Charges	\$ 298,468	\$ 261,171	\$ 252,576	\$ 184,910	\$ 184,910
Infrastructure	\$ -	\$ -	\$ 200,000	\$ -	\$ -
Indirect Cost Expense	\$ -	\$ -	\$ -	\$ -	\$ -
Total Expenses	\$ 2,157,143	\$ 2,793,359	\$ 2,766,134	\$ 3,642,467	\$ 3,857,985
Net Surplus or (Deficit)	\$ 1,745,285	\$ 1,649,057	\$ (98,718)	\$ 574,027	\$ 358,509

Fund - 1111			Actuals	Actuals	Actuals	Budget	Budget
SLT Accounts	Account Description	Account	FY2021	FY2022	FY2023	FY2024	FY2025
Transfers	Transfer To/From Cost Share	5833708		\$ (526)			
Transfers	Allocation of Revenue	5833710	#####	\$ 220,436	\$ 605,653		
Transfers	Revenue Allocation-Personnel	5833716				\$ (180,000)	\$ (180,000)
Salary and Wages	Regular Faculty	6010101	#####	\$ 419,134	\$ 456,856	\$ 484,939	\$ 448,552
Salary and Wages	Regular Exempt	6010102	#####	\$ 1,381,441	\$ 1,563,578	\$ 2,081,085	\$ 2,159,563
Salary and Wages	Regular NonExempt	6010103	#####	\$ 260,656	\$ 261,665	\$ 228,969	\$ 220,695
Salary and Wages	Graduate Assistants/Fellows	6010104					
Salary and Wages	Contractual NonExempt	6010113	\$ 34,449	\$ 39,383	\$ 45,851	\$ 56,000	\$ 56,000
Salary and Wages	Student Payments	6012000		\$ 1,026		\$ 7,229	\$ 7,229
Fringe Benefits	Social Security Contributions	6015100	#####	\$ 140,101	\$ 154,946		
Fringe Benefits	Health Insurance	6015200	#####	\$ 233,372	\$ 267,515		
Fringe Benefits	Retirees Health Ins Premiums	6015400	\$ 92,542	\$ 117,595	\$ 142,395		
Fringe Benefits	Employee's Pension	6016105	#####	\$ 258,590	\$ 244,834		
Fringe Benefits	Optional Retire/Pens Sys(TIAA)	6016800	\$ 9,012	\$ 29,635	\$ 76,829		
Fringe Benefits	Unemployment Compensation	6017400	\$ (143)	\$ 5,847	\$ 6,297		
Salary and Wages	Turnover Expectancy	6018905				\$ (91,744)	\$ (91,744)
Supplies & Other	Training & Staff Development	7020800	\$ 4,843	\$ 2,874	\$ 3,641		
Supplies & Other	Other-Technical & Special Fees	7029900	\$ 760			\$ 5,000	\$ 5,000
Supplies & Other	Postage	7030100			\$ 7	\$ 235	\$ 235
Supplies & Other	Telephone	7030200		\$ 5	\$ 0	\$ 215	\$ 215
Supplies & Other	Cellular Telephone Equip & Ser	7030600			\$ 865	\$ 1,500	\$ 1,500
Travel	In State/Routine Operations	7040100				\$ 100	\$ 100
Travel	Conference Registration Fee	7040200			\$ 4,890		
Travel	Out-of-State/Routine Operation	7040300			\$ 6,513	\$ 8,175	\$ 8,175
Travel	Travel - Foreign	7040330				\$ 5,000	\$ 5,000
Contractual Services	Printing and Reproduction	7080400				\$ 10,000	\$ 10,000
Contractual Services	Equipment Maint. & Repair	7080900	\$ 1,686	\$ 1,993	\$ 1,533	\$ 1,700	\$ 1,700
Contractual Services	Food Services	7081100			\$ 295	\$ 6,032	\$ 6,032
Contractual Services	Conference Services	7081120			\$ 450	\$ 6,500	\$ 6,500
Contractual Services	Data Proc - Academic/Research	7089200		\$ 25		\$ 500	\$ 500
Contractual Services	Data Processing - Admin	7089300	\$ 967		\$ 926		
Contractual Services	Other Contract Serv - Non DP	7089900		\$ 650	\$ 443	\$ 29,746	\$ 29,746
Supplies & Other	Office & Other Supplies	7090200	\$ 119	\$ 2,075	\$ 3,039	\$ 23,525	\$ 23,525
Supplies & Other	Building & Household Supply	7090400	\$ 225	\$ 966	\$ 180	\$ 1,400	\$ 1,400
Equipment	Sensitive Equipment - General	7099950	\$ 4,582	\$ 5,020	\$ 5,175		

- 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.

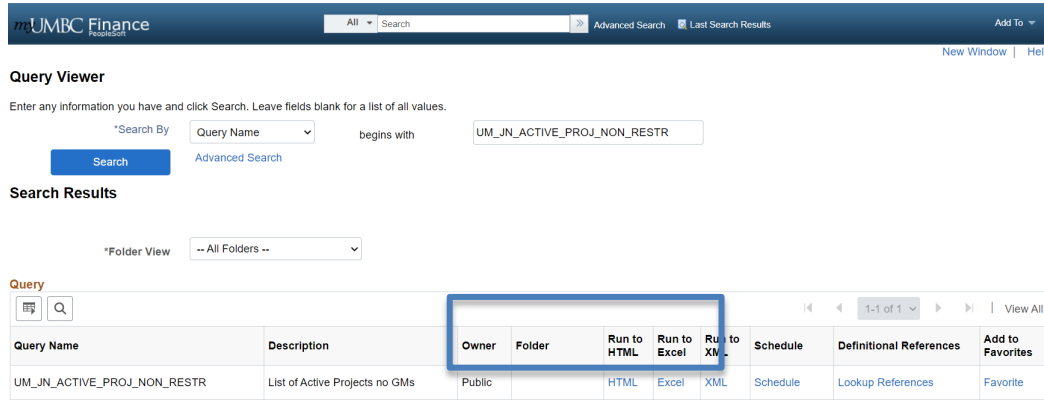
FUND CODE	DEPT#	DEPT NAME	DIV NAME	ACCOUNT#	POSITION#	DESCRIPTION	EMPLOYEE NAME	POS	PROJECT IC	PROG FIN	ANNUAL
1111	10999	UMBC Ice Cream Shoppe A&F		6010103	10060008	CUSTOMER ATTENDANT	VACANT	99IC		099	-
1111	10999	UMBC Ice Cream Shoppe A&F		6010103	10060009	FLAVOR UNDERSTUDY	VACANT	99IC		099	-
1112	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					

Removing Old Positions – Do Not Delete



	FUND CODE	DEPT#	DEPT NAME	DIV NAME	ACCOUNT#	POSITION#	DESCRIPTION	EMPLID	EMPLOYEE NAME	POS JOBCODE	PROG FIN
15	1111	10999	UMBC Ice Cream Shoppe A&F		6010102	10060007	ASSOC FLAVOR DESIGNER	9999999999	King, Burger	99ic	099
16	1111	10999	UMBC Ice Cream Shoppe A&F		6010102	10060000	MANAGER	9999999999	Fried, Kentucky	99IC	099
17	1112	10999	UMBC Ice Cream Shoppe A&F		6010102	10059999	FLAVOR DESIGNER	9999999999	Johns, Papa	99IC	099
18	1112	10999	UMBC Ice Cream Shoppe A&F		6010102	10060007	ASST. FLAVOR DESIGNER	VACANT	VACANT	99IC	099
19	1112	10999	UMBC Ice Cream Shoppe A&F		6010102	10060002	ASST. MANAGER	9999999999	Bell, Taco	99IC	099
20	1112	10999	UMBC Ice Cream Shoppe A&F		6010102	10060001	GENERAL MANAGER	9999999999	Smith-a, Chick	99IC	099
21	1111	10999	UMBC Ice Cream Shoppe A&F		6010103	10060008	CUSTOMER ATTENDANT	VACANT	VACANT	99IC	099
22	1111	10999	UMBC Ice Cream Shoppe A&F		6010103	10060009	FLAVOR UNDERSTUDY	VACANT	VACANT	99IC	099
23	1112	10999	UMBC Ice Cream Shoppe A&F		6010103	10060006	DELIVERY DRIVER	9999999999	McDonald, Ronald	99IC	099
24	1112	10000	UMBC Ice Cream Shoppe A&F		6010103	10060003	CASHIER	0000000000	Smoothie Fruit	00IC	000

- 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.



Query Viewer

Enter any information you have and click Search. Leave fields blank for a list of all values.

*Search By: Query Name begins with: UM_JN_ACTIVE_PROJ_NON_REST

Search Results

*Folder View: -- All Folders --

Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Definitional References	Add to Favorites
UM_JN_ACTIVE_PROJ_NON_REST	List of Active Projects no GMs	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite

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

- 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_REST” 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.

Questions?



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