

Budget Reporting Basics

Fiscal Year

The University's fiscal year (FY) begins July 1 & ends June 30, coinciding with the State of Tennessee.

Budget Cycles, Updates, & Adjustments

The University provides the TBR governing board complete updates of the budget annually via the Spring and Fall Budget Cycles.

The University tracks two types of budgets in Banner (Base/Future & Adjusted/One-Time), and captures two types of budget adjustments, (Permanent & Temporary):

<u>Cycle</u>	<u>TBR Budget</u>	<u>Banner Term</u>	<u>Adjustment Types</u>	<u>Effective</u>
Spring	Original Base (Future)	Adopted Budget	Permanent	July 1
Fall	October Revised	Adjusted Budget	Permanent & Temporary	Oct
Spring	Final Estimate	Adjusted Budget	Permanent & Temporary	May

NOTE: While the University's Base Budget updated with permanent changes is not a Banner field, Budget Report FYBR005 calculates the Base/Future Budget for the month-end report FYBR005.

Component Funding Sources - "Buckets"

The University's budget is subdivided into three main components based on funding source:

<u>Component</u>	<u>Funding Source(s)</u>	<u>Banner Fund Code</u>
▶ Educational & General (E&G)	State appropriation, tuition & fees, sales/services of E&G activities, IDCR, & other unrestricted.	110001-12xxxx
▶ Auxiliary Enterprises	Business-like operations that generate revenue for their operations from sales & services; includes student housing, food services, bookstore, & parking.	3xxxxxx
▶ Restricted	Gifts, Grants, Contracts with external restrictions as to how the funds may be used; includes sponsored research, Federal financial aid, & private gifts with donor stipulations.	2xxxxx

NOTE: E&G programs funded primary with the state appropriation & general tuition are coded in the 110001 Fund; E&G activities with special revenues & fees are given specific fund codes designating as a "separate pot of money".

Expenditure Budgets - E&G

Educational & General (E&G) includes operating budgets funded primarily by the State & Tuition/Fees (fund 110001) for the university's ongoing functions, programs, & activities. Following the university's organizational configuration, a series of Banner codes are used to classify expenses according to: 1) the org/unit/dept, 2) function/program, 3) object account codes, under the following main categories:

<u>Divisions/Org/Units</u>	<u>Functions/Programs</u>	<u>Natural Classifications/Acct Codes</u>
President	Instruction	Salaries
Academic Affairs	Research	Benefits
Advancement	Public Service	Travel
Business & Finance	Academic Support	Operating
ITD	Student Services	Scholarships
Marketing, Communications, PR	Institutional Support	Capital/Equipment
Student Affairs	Plant Operation & Maint	
	Scholarships	

NOTE: Each E&G unit, program, account code has further subdivision within the university's coding scheme.

Budget Reports in eprint

FYBR005	Budget by Organization Current Year and Base
FYBR006	Budget Status by Organization

Explanation of Terms for Budget Report FYBR005

Program ID: FYBR005
 Page No: 1165
 Prior FY: 09 - FY2008-2009 (July08 - Jun09)
 Current FY: 10 - FY2009-2010
 Next FY: 11 - FY2010-2011

The University of Memphis
 Budget by Organization Current Year and Base

Date Run: 11/09/09
 Date Run: 07:14 AM

	1	2	3	4	5
	Actual	Adjusted Budget	Expenses & Commitments YTD	Available Balance	Base / Future
Account	Prior FY	Current FY	Current FY	Current FY	Next FY

Account Account Title

Orgn: 123456 Department Name

See Column Definitions Below

Prog: 2000 General Academic Instruction

Fund: 110001 Undesignated E and G
 Actv Code: None

FYBR005 *Only reports Expenses for Fund Type 1 E&G and Fund Type 3 Auxiliary Units*

1 **Actual:** Actual Prior Fiscal Year - Actual Year to Date (12 months) Julxx - Junxx

2 **Adjusted Budget:**

	Adopted Budget	Original Base Budget - Approved by TBR during Spring Budget cycle
Plus:	Budget Adjustments	UoM Budget Revisions processed in the Current Fiscal Year
	Adjusted Budget	

3 **Expenses and Commitments YTD:**

	Year to Date Expense	
	Commitments	Example: Salary, Benefits, Travel, Vendor PO
	Expenses and Commitments YTD	

4 **Available Balance:**

	Adjusted Budget	
Less:	Expenses and Commitments YTD	
	Available Balance	

5 **Base / Future:**

	Adopted Budget	Original Budget - Approved by TBR during Spring Budget cycle
Plus:	Budget Adjustments	UoM Budget Revisions processed in the Current Year (Base and CY Only)
Less:	Temporary Budget	UoM CY Only Budget Revisions processed in the Current Year
	Base / Future	

Explanation of Terms for Budget Report FYBR006

Report ID: FYBR006
Page No: 750

THE UNIVERSITY OF MEMPHIS
BUDGET STATUS BY ORGANIZATION

Date Run: 11/09/09
Time Run: 07:14 AM

Account	Account Title	1 Revenue Budget	2 Actual Revenue	3 Expenditure Budget	4 Actual Expenditures	5 Commitments	6 Expenditure Bal Avail
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ORGANIZATION: 123456 Department Name

See Column Definitions Below

Fund: 110001 Undesignated E and G Prog: 2000 General Academic Instruction

FYBR006 Reports Revenue / Expenses and Transfer for all Fund Types
and all Account Types for the Current Fiscal Year only

1 **Revenue Budget:** Revenue Account Codes Begins with Digit 5
Adopted Budget Original Base Budget - Approved by TBR during Spring Budget cycle
Plus: Budget Adjustments UoM Budget Revisions processed in the Current Fiscal Year
Revenue Budget

2 **Actual Revenue:** Year to Date Revenue as of Report Run Date

3 **Expenditure Budget:** Expense Account Types
Adopted Budget Original Budget - Approved by TBR during Spring Budget cycle
Plus: Budget Adjustments UoM Budget Revisions processed in the Current Fiscal Year
Expenditure Budget

4 **Actual Expenditures:** Year to Date Expense / Transfers as of Report Run Date

5 **Commitments:**
Encumbrances
Example: Salary, Benefits, Travel, Vendor PO

6 **Expenditure Bal Avail:**
Adjusted Budget
Less: Actual Expenditures and Commitments
Expenditure Bal Avail

Reporting Sub-total Rollup Descriptions:

Title	Account Type
Salaries and Benefits	60
Salaries	61
Employee Benefits	62
Expenses	70
Travel	71
Operating Expenses	74
Departmental Revenues	75
Capital Expenses	78
Scholarships and Fellowships	79
Transfers	80
Transfers	81