Role of Budget Partners

The goal of this document is to describe how Budget and Resource Planning (BRP) supports campus units and the common tasks performed throughout the year by a Budget Partner.

- A Budget Partner is any employee who is responsible for budget and/or financial activities for a unit.
- Level 3 Responsibility Unit (RU) partners serve as the official contact for the department on financial matters.
- Each RU is assigned a financial analyst as a main point of contact and a back-up analyst. The RU list and the assigned analyst is available on the BRP web page: https://brp.uoregon.edu/content/contacts.
- BRP provides collaborative budgeting assistance for all budget partners.
- BRP can assist with developing fee rates, financial forecasts, mid or longer range budget planning models to support unit decision-making.
- Contact your BRP analyst for future cost information such as salary increases, blended OPE or overhead charges.
- Notify BRP (and Dean’s Office/Director/VP) regarding any major financial accounting or Org changes.
- Submit Fund Transfers to move cash (or a fund balance) between funds, requires BRP review.
- Submit Budget Changes to move budget within the same fund, BRP approval is required for Banner access.
- Attend Quarterly Budget Partners large group meetings: https://brp.uoregon.edu/content/meetings.
- Participate in Budget Conversations, informal sessions with opportunities to ask questions and network.
- Monthly, quarterly, and annual activities:
  - **Monthly**
    - Recommend running Banner and/or IDR finance/HR reports after each period ends to check for accuracy and initiate corrections as needed. If you can’t fix it yourself talk with your Budget or Payroll Manager or get assistance from BRP or BAO.
    - Funds in Cash Deficit - courtesy notice of interest being charged for negative balances. General Ledger Cash Balance (look up fund number and account A0901 in FGITBAL) and not the overall fund balance.
  - **Quarterly**
    - Review budget reports on BRP web page: https://brp.uoregon.edu/content/budget-reports.
    - Run Payroll reports, such as the Banner “PWRPRMR” report or the “Payroll by FOAPA” in the IDR HR Reports folder. Payroll accounting adjustment processing by departments is limited to the current open quarter and may not be retroactive past that period. If you can’t fix it yourself talk with your Payroll Manager or the BAO Payroll office.
    - Respond to questions related to Board of Trustees (BOT) financial report.
  - **Annual**
    - Process to establish Beginning Budgets for administrative and academic units.
      - Labor Distribution (LBD) spreadsheets are distributed to Level 3 RUs. They contain current, active positions within Banner that fall under the RU’s Budget Authority. Positions can be cancelled, salary dollar amounts can be edited, and labor distribution for each position adjusted.
      - Budget Development spreadsheets are distributed to Level 3 RUs. Units can change the budgeted dollar amount by FOAPAL line within their department.
      - Carry Forward process to adjust budgets to account for ending balances from the prior fiscal year.
      - CF spreadsheets provide units the opportunity to distribute or re-allocate their carry forward balances to different Index's or FOAPAL so long as it stays within the same fund.
      - Special Fees, Fines, Penalties, and Service Charges fee book review.
      - Opportunity for units to review the listing of course fees that are assessed through Banner and other fees, fines, penalties and service charges assessed to the UO community and to non-UO businesses, organizations and individuals. Units can request new fees, increases to existing fees, or cancel a fee.
  - Fiscal clean-up activities for February (or anytime during the fiscal year):
    - Recommend taking some time out of normal business activities to review all budgets, business transactions, and accounting entries for the first six months of the fiscal year.
      - Budgets – Review current budget status and make any necessary budget adjustments in keeping with planned spending between now and fiscal year-end;
- Review all existing transactions for appropriateness and for correct financial posting and reporting;
- Payroll, hiring and termination documents – Make sure all personnel and payroll transactions are up-to-date with current appointments;
- Leave reports – Ensure that all reports are up-to-date, approved by the appropriate supervisor, and correctly posted to Banner;
- Review P-Card transactions for appropriateness and for correct financial posting;
- Review contracting practices to make sure all contracting with non-University employees have been properly documented and approved;
- Review the use of Level 2 Signature Authority to confirm appropriate use of the delegated authority;
- Review all outstanding travel reimbursements and bring them up-to-date if needed;
- Service Centers – Ensure that all billings are current, review working capital for compliance with policy;
- Construction-in-progress – Ensure that CIP reporting is up-to-date with current activities (*Facilities Services only*).