

Who are Budget Partners?

A Budget Partner is any employee who is responsible for budget and/or financial activities for a unit.

The Level 3 Responsibility Unit (RU) partner serves as the official contact on financial matters.

Each RU is assigned a financial analyst as a main point of contact and a back-up analyst.

All Budget Partners are invited to attend a series of budget meetings hosted by BRP, where we share information about budgeting processes and finances at the university;

- Quarterly Budget Meetings are held after the UO Board meetings and the financial reports are shared along with other fiscal updates and announcements.
- Budget Conversations are an informal series for anyone interested in learning more about fiscal matters at the university.

Common activities that we can provide assistance for;

- Assist with developing fee rates, financial forecasts, mid or longer range budget planning models to support unit decision-making.
- Provide future cost information such as salary increases, blended OPE or overhead charges.
- Interfund Transfers to move cash (or a fund balance) between funds,
- Budget Changes to move budget within the same fund
- Provide support for any major financial accounting or Org changes. Please Notify BRP (and Dean's Office/Director/VP) even if you do not use our support.

Recommended Fiscal Activities for Budget Partners

- Monthly activities;
 - Run 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 activities;
 - Review budget reports on BRP web site.
 - 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 activities;
 - Beginning Budgets for administrative and academic units:
 - 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*).