

Budget Conversation Aug 9th, 2021

Important announcements:

Bryce Datchler is no longer with BRP/UO

- If you need to contact an analyst, please reference RU list and contact your backup analyst. Located here: [Analysts-RUs.pdf \(uoregon.edu\)](#)
- Once we get a new hire we will do a bit of reorganizing with RU/Analyst assignments
 - Since Bryce had two of the largest units, it would not be advisable to assign these to a new employee

State Target Dollars

- We still have not received the final allocation numbers from Jamie
- Budgets will not be adjusted to the final figures until HECC approves
 - They will review after Jamie approves the allocation
- Currently there is budget in the system that was placed during the Beginning Budget process
 - This is a place holder. Once we have the finalized figures we will update the current budgets

FY21 into FY22 Carry Forward

- The Carry Forward process is not as in depth as Beginning Budget
- PD01 has closed and we have now entered into PD02
- BRP will pull data to calculate Total Carry Forward amounts on Wednesday August 11, 2021
 - Waiting on a few transactions to be completed by BAO and we will pull the data on Wednesday
- Level 3 units will receive their workbooks via one-drive by EOD Friday August 13, 2021
- Deadline for level 3 units to return their workbooks by August 30th
 - Please check with your level 3 for any internal timelines
 - Ex: service center within research: please discuss your internal timelines with Stacy W
 - If a unit cannot meet this deadline we will upload the carry forward onto the FOAPA elements where currently assigned, i.e. match the original workbook sent out August 13th
 - There will be no extensions for this project
 - Carry Forward needs to be uploaded before PD02 close, September 8th
 - There is also a holiday within the timeframe, so we have a very quick turn-around after August 30th
- If BAO changes anything *after* the data has been pulled on August 11th:
 - BRP is going to run data December after the final close of FY21 to see if there are any changes that would affect carry forward
 - If there is, an adjustment will be made
- The workbooks are to give units a chance to reallocate their carry forward balances
- You must balance by fund and org level 3
- Please note: fund transfers cannot be made during the carryforward process
 - If you want to do a fund transfer, you must wait until after carry forward has been uploaded / do it in PD03
- Carryforward process overview, found here: [Carry Forward Overview | Budget and Resource Planning \(uoregon.edu\)](#)

- To find on your own: BRP website – Budget processes – Carryforward
- Carry Forward involves the Operating Level (FWIBUDG) and General Ledger (FGITBAL)
- Excluded from Carry forward:
 - Allocated funds
 - Sponsored grants
 - Plant funds
- There are three steps to calculate Total Carry Forward. Details can be found here: [Carry Forward Calculations | Budget and Resource Planning \(uoregon.edu\)](#)
- The first step uses the OL (FWIBUDG):
 - $OL\ Balance = Total\ Adjusted\ Budget - Total\ YTD\ Activity$
- The second step uses the GL (FGITBAL) to calculate what is called “Working Capital”
 - $Working\ Capital = General\ Ledger\ Balance - Operating\ Ledger\ Balance$
 - Working capital is needed because it highlights what is available on a fund to spend that is leftover from the prior fiscal year
 - Which is why we need to look at General Ledger; FWIBUDG is only by Fiscal Year
 - It is possible that a fund does not have any working capital
 - We do include cash receivables
 - Funds excluded from working capital:
 - General fund
 - ICC
 - State Match
 - State Targets
 - Accounting excluded from working capital:
 - Anything that is coming in that has not been paid yet.
 - E.g. Notes payable; Bonds Payable
- The last step combines step 1 and 2:
 - **Total Carry Forward = Operating Ledger Balance + Working Capital (if any)**
- Once Total Carry Forward is calculated, BRP will create and distribute the Level 3 Org excel workbooks
- On BRP’s Carry Forward website, there is a Sample workbook that is available to download
 - Your workbook will only reflect your org level 3 and associated funds
 - Included in the workbook are instructions and balance checks
 - You will want to review the FOAPA elements on each line to determine if that is where you want your carry forward uploaded
 - Column R is where you will make your entries
 - Your entry is the amount of carry forward you would like uploaded onto that line’s FOAPA string. This is referred to as the new balance
 - If you do not want to move an existing balance to a different FOAPA string, but rather keep it as is, your entry in column R will be the same dollar amount that is shown in column Q
 - If you would like to move the existing balance from the FOAPA string it is on to a different one, you will copy the row and paste below the entire data set (in sample workbook that would be row 40)
 - On this pasted line, please edit the FOAPA elements to the ones you would like
 - Your entry in column R will be the same dollar amount that is shown in column Q
 - You can also split the carry forward amount between different FOAPA strings

- Copy the line you would like to edit and paste below the entire data set, same as above
- Change the FOAPA elements, same as above
- Enter the new balance in the associated cells (in column R) of the FOAPA strings
 - When summing all split amounts, the total should match the original full amount that was in column Q
- Once the level 3 workbooks are complete you will return them to BRP
- BRP will review each workbook and if there are any issues we will reach out to address those
- If there are no entries in column R, your carry forward will be uploaded as-is.
- If a specific row does not have anything in the new balance (column R), we will assume that you do not want anything uploaded on that line and will not appear in FWIBUDG
- If you would like, you can move all of a fund's carry forward balances onto a single FOAPA string or Index
 - You cannot move balances between different fund types
- If there is an error in the FOAPA elements, that will be caught during BRP review after August 30th and we will reach out to the Level 3 org to fix