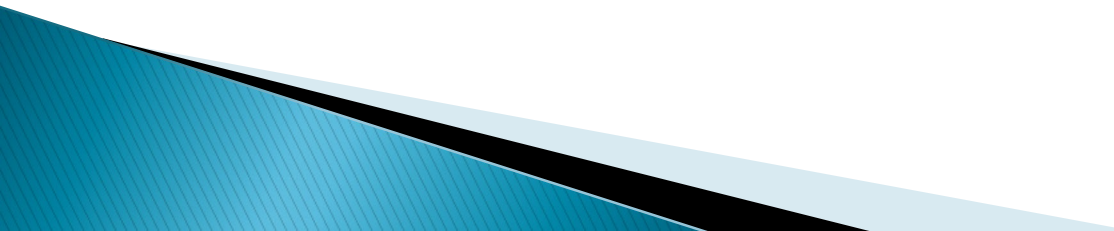


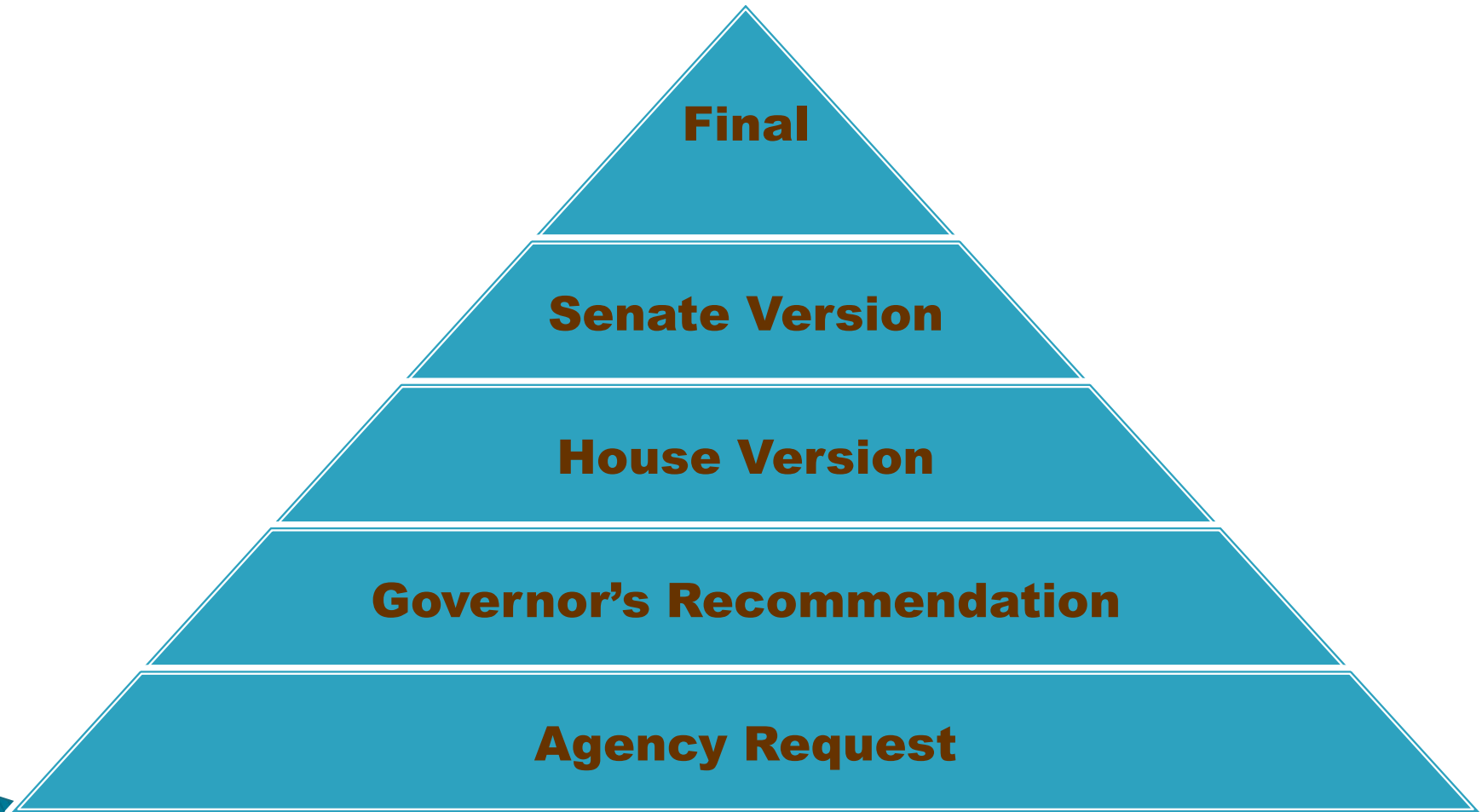
Budgets & Financials

The Impact on Academic Affairs

Budget

- ▶ From where do we receive our budgets?
 - ▶ How are budgets planned and when?
 - ▶ How do they trickle down do AA?
 - ▶ How do I track expenditures?
 - ▶ How do I read these awful reports?
 - ▶ Can I request a change in my budget?
 - ▶ Are there other funding sources?
- 

TCSG Budget



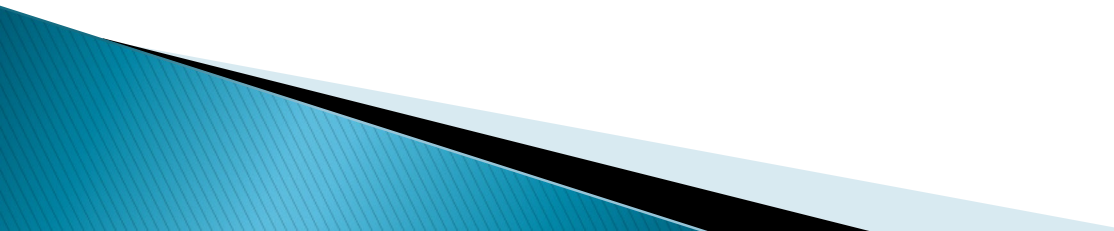
Appropriation of State Funds

Initial College Allocations - Tech Ed State Funds FY21								
	Initial Allocation FY2020	10% Budget Reduction	Operating Adjustments for Square Footage Changes	Personal Services Adjustments for TRS Decrease	2021 Allocation	2020 Allocation	Change	% Change
Albany	11,629,387.00	(1,162,939)	(\$12,490.00)	(68,969.00)	10,384,989.00	11,629,387.00	(1,244,398.00)	-10.70%
Athens	12,310,461.00	(1,231,046)	\$0.00	(129,005.00)	10,950,410.00	12,310,461.00	(1,360,051.00)	-11.05%
Atlanta	13,536,642.00	(1,353,664)	(\$133,250.00)	(59,107.00)	11,990,621.00	13,536,642.00	(1,546,021.00)	-11.42%
Augusta	14,379,568.00	(1,437,957)	\$35,831.00	(98,604.00)	12,878,838.00	14,379,568.00	(1,500,730.00)	-10.44%
Central	23,669,346.00	(2,366,935)	(\$60,590.00)	(111,365.00)	21,130,456.00	23,669,346.00	(2,538,890.00)	-10.73%
Chattahoochee	22,407,357.00	(2,240,736)	\$236,691.00	(184,652.00)	20,218,660.00	22,407,357.00	(2,188,697.00)	-9.77%
Coastal Pines	13,741,955.00	(1,374,195)	\$0.00	(108,355.00)	12,259,405.00	13,741,955.00	(1,482,550.00)	-10.79%
Columbus	10,991,694.00	(1,099,169)	\$0.00	(88,445.00)	9,804,080.00	10,991,694.00	(1,187,614.00)	-10.80%
Georgia Northwestern	18,136,010.00	(1,813,601)	\$13,848.00	(131,372.00)	16,204,885.00	18,136,010.00	(1,931,125.00)	-10.65%
Georgia Piedmont	14,343,723.00	(1,434,372)	(\$8,466.00)	(68,964.00)	12,831,921.00	14,343,723.00	(1,511,802.00)	-10.54%
Gwinnett	15,986,317.00	(1,598,632)	\$0.00	(95,603.00)	14,292,082.00	15,986,317.00	(1,694,235.00)	-10.60%
Lanier	11,775,011.00	(1,177,501)	\$975.00	(75,086.00)	10,523,399.00	11,775,011.00	(1,251,612.00)	-10.63%
North Georgia	10,297,704.00	(1,029,770)	\$17,953.00	(68,943.00)	9,216,944.00	10,297,704.00	(1,080,760.00)	-10.50%
Oconee Fall Line	9,518,604.00	(951,860)	(\$8,531.00)	(92,774.00)	8,465,439.00	9,518,604.00	(1,053,165.00)	-11.06%
Ogeechee	8,726,104.00	(872,610)	(\$22,802.00)	(98,927.00)	7,731,765.00	8,726,104.00	(994,339.00)	-11.39%
Savannah	13,603,820.00	(1,360,382)	\$0.00	(80,132.00)	12,163,306.00	13,603,820.00	(1,440,514.00)	-10.59%
South Georgia	9,173,855.00	(917,385)	\$0.00	(43,031.00)	8,213,439.00	9,173,855.00	(960,416.00)	-10.47%
Southeastern	8,881,093.00	(888,109)	\$20,605.00	(80,685.00)	7,932,904.00	8,881,093.00	(948,189.00)	-10.68%
Southern Crescent	14,184,052.00	(1,418,405)	\$210,616.00	(83,238.00)	12,893,025.00	14,184,052.00	(1,291,027.00)	-9.10%
Southern Regional	16,723,727.00	(1,672,373)	\$0.00	(116,956.00)	14,934,398.00	16,723,727.00	(1,789,329.00)	-10.70%
West Georgia	19,242,346.00	(1,924,235)	\$7,260.00	(123,066.00)	17,202,305.00	19,242,346.00	(2,040,041.00)	-10.60%
Wiregrass	13,672,222.00	(1,367,222)	(\$9,327.00)	(67,475.00)	12,228,198.00	13,672,222.00	(1,444,024.00)	-10.56%
	306,930,998.00	(30,693,098.00)	\$288,323.00	(2,074,754.00)	274,451,469.00	306,930,998.00	(32,479,529.00)	-10.58%

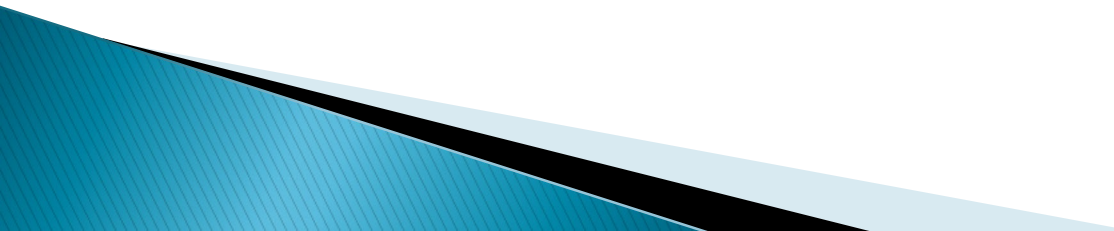
Relevant Factors

- ▶ Include any additions or subtractions specifically identified in the Appropriations Act such as Health Insurance % changes, state budget cuts, etc.
- ▶ The system office proposes allocation changes to the Commissioner based on factors such as:
 - Credit Hour Increases or Declines
 - Square Footage Increases
 - High Cost Programs
 - Total Enrollment / College Size (Equity Adjustments)

College Budget Planning Cycle

- ▶ Budget cycle at the college level begins with the Institutional Effectiveness cycle.
 - ▶ The timeline may vary slightly college by college.
 - ▶ Typically, planning begins in late winter or early spring.
- 

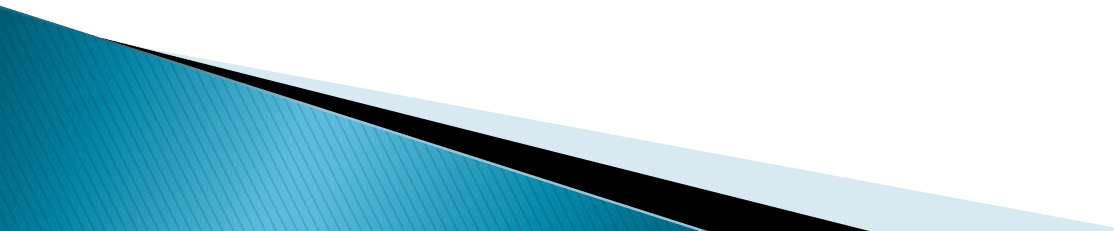
Where To Begin

- ▶ Typically, departments of the college make budget requests by instructional area or division to the Deans, VP's or Directors
 - ▶ These requests are evaluated by the departments based on all known environmental factors of the College - new programs, program closures, enrollment changes, etc.
- 

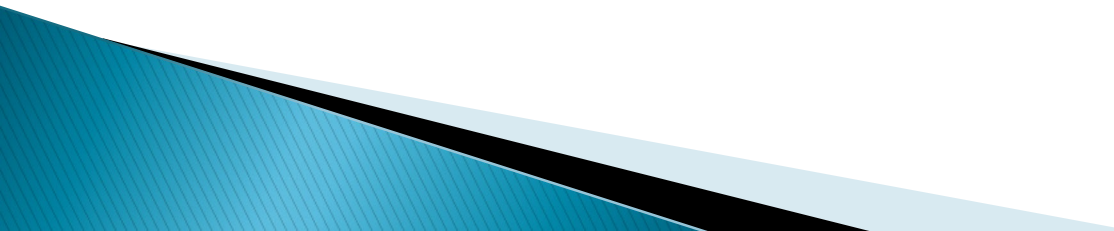
Determining Available Funds

- ▶ Certain expenses must be covered prior to allocating operating budgets of departments.
- ▶ The VPA must make all payroll projections for upcoming FY, considering any personnel changes or changes in fringe rates.
- ▶ Also, all “overhead” of the College must be projected – utilities, insurance, etc.
- ▶ Once the “fixed” costs of the College are reasonably projected, the available funds can be determined.
- ▶ All projected revenue in local funds and State allocation less the payroll and fixed costs of the college equals your “discretionary” funds that can be budgeted to the individual departments of the College.

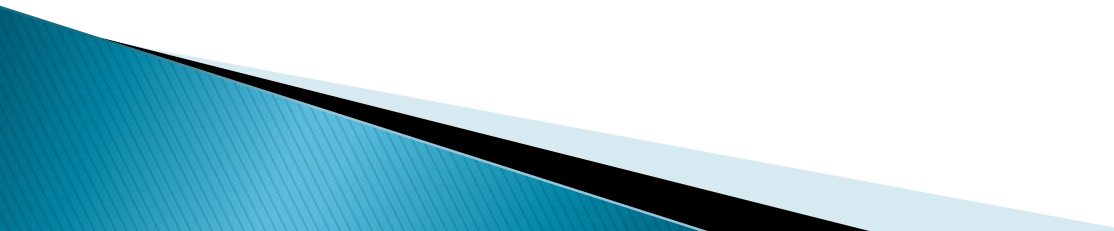
Departmental Budgets

- ▶ The departmental requests are then mirrored to the available funds to determine what needs to be added to or reduced from departmental requests.
 - ▶ If requests need to be trimmed (which is usually the case), the Executive Staff of the College will meet to make these determinations.
- 

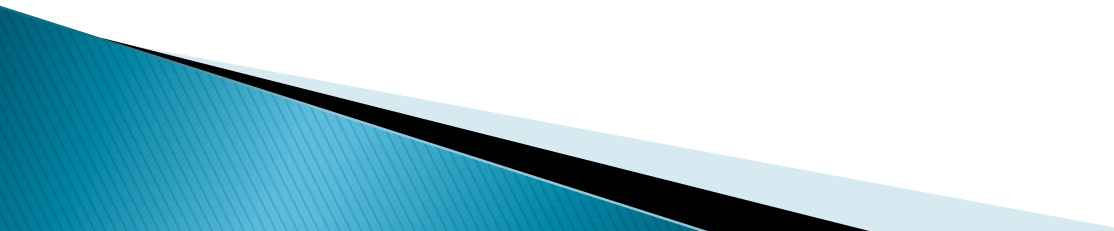
“Final” College Budget

- ▶ Once the State allocation is given to the College in May, the budgets can be finalized for the upcoming year.
 - ▶ Various departments in the College are given notification of the departmental budget for the fiscal year.
 - ▶ Method of delivery varies school to school.
 - ▶ Budgets are never really “final.”
- 

Tracking Expenditures

- ▶ Budget tracking levels vary by college.
 - ▶ The department to which expenditures are charged is determined by the requisition.
 - ▶ Typically, expenditures are in the following categories:
 - Personal Services (payroll)
 - Supplies/Materials
 - Equipment
 - Travel
- 

Reports Used to Monitor budgets

- ▶ Generated from PeopleSoft
 - ▶ Usually distributed at month end close
 - ▶ Budget Comparison Report
 - ▶ BD010 Query
 - ▶ Other Pivot tables
 - ▶ College designed system or other electronic process
- 

General Ledger Detail

Business Unit: 81700
 Ledger: ACTUALS
 Budget Year: 2019
 Fiscal Year: 2019

State Of Georgia
 Oconee Fall Line Tech College
 Combined Detail Report by Vendor/Customer Name
 General Ledger Report

Report ID: GL81704GE
 Print Date: 09/04/2018
 Page: 73
 PS ID: GLS4070X

Department: 8170030901

Acctg Period Range: 2 to 2
 Department Range: 8170010001 to 8170070106
 Account Range: 611000 to 873012

Vend/Cust Nm: U INC - 0000546749
 Ref Id1: 0000038177

Src Ref_Id1	RfLn	Ln2	Ln3	Description	Per	Acct	Ref_Id2	Check/JDt	Sts	Class	AT	Amount	

VEND/CUST NM: U INC - 0000546749													

*** Ref Id1: 0000038177													
PO	0000038177	1	1	2	S/P2	Safety Training Subscript	2	627002		885	2	124.50	
PO	0000038177	1	1	2	S/P2	Safety Training Subscript	2	627002		885	2	-124.50	
*** Total for Ref Id1: 0000038177												0.00	

*** Ref Id1: 00081240													
AP	00081240	1	2	0	S/P2	Safety Training Subscript	2	627002	0000038177	0817064404	P	885	124.50
TOTAL FOR VEND/CUST NM: U INC - 0000546749												124.50	

TOTAL FOR DEPARTMENT: 8170030901 - AUTO TECH												1,920.53	

Budget Comparison

1

State Of Georgia
 Oconee Fall Line Tech College
 Current Monthly Budget Comparison Report - Organization
 General Ledger Report

Report ID: GL817045C
 Print Date: 09/04/2018
 Page: 51
 PS Id: BDS4006X

Budget Year: 2019 Prd: 002 FY: 2019

From 08/01/2018 To 08/31/2018
 BCM_ORG Level: (3) BD_ORG

Business Unit: 81700 Oconee Fall Line Tech College
 Organization Code: 8170030901 - Auto Tech

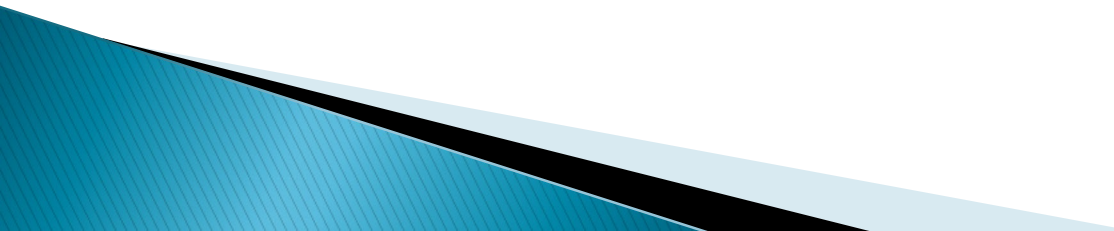
Description	AOB	Adjusted AOB	Outstanding Monthly Encumbrances	Monthly Expenses	Total Monthly Expenses	% Of AOB	Outstanding YTD Encumbrances	YTD Expenses	Total YTD Expenses	% Of AOB	Remaining AOB
885 - Op Expenses - Institutions											
613002 Printing & Publicati	0.00	0.00	0.00	42.00	42.00	0.00	0.00	42.00	42.00	0.00	-42.00
613000 - PRINTING & PUBLICATIONS	0.00	0.00	0.00	42.00	42.00	0.00	0.00	42.00	42.00	0.00	-42.00
614000 SUPPLIES & MATERIALS	24,000.00	24,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	24,000.00
614005 S&M-Other	0.00	0.00	95.17	0.00	95.17	0.00	95.17	0.00	95.17	0.00	-95.17
614265 S&M-DTAE-Instruction	0.00	0.00	108.86	0.00	108.86	0.00	108.86	60.12	168.98	0.00	-168.98
614000 - SUPPLIES & MATERIALS	24,000.00	24,000.00	204.03	0.00	204.03	0.85	204.03	60.12	264.15	1.10	23,735.85
622001 Freight	0.00	0.00	0.00	6.00	6.00	0.00	0.00	6.00	6.00	0.00	-6.00
622000 - FREIGHT/FUEL SERVICE CHARGES	0.00	0.00	0.00	6.00	6.00	0.00	0.00	6.00	6.00	0.00	-6.00
627002 OOE - Dues & Subscri	0.00	0.00	0.00	124.50	124.50	0.00	0.00	124.50	124.50	0.00	-124.50
627049 OOE-Other	0.00	0.00	75.00	0.00	75.00	0.00	75.00	0.00	75.00	0.00	-75.00
627000 - OTHER OPERATING EXPENSES	0.00	0.00	75.00	124.50	199.50	0.00	75.00	124.50	199.50	0.00	-199.50
864001 Software M&S-Persona	0.00	0.00	0.00	1,469.00	1,469.00	0.00	0.00	1,469.00	1,469.00	0.00	-1,469.00
864000 - SOFTWARE MAINTENANCE/SUPPORT	0.00	0.00	0.00	1,469.00	1,469.00	0.00	0.00	1,469.00	1,469.00	0.00	-1,469.00
885 - Op Expenses - Institutions	24,000.00	24,000.00	279.03	1,641.50	1,920.53	8.00	279.03	1,701.62	1,980.65	8.25	22,019.35
Total - Expenses	24,000.00	24,000.00	279.03	1,641.50	1,920.53	8.00	279.03	1,701.62	1,980.65	8.25	22,019.35

PeopleSoft Query

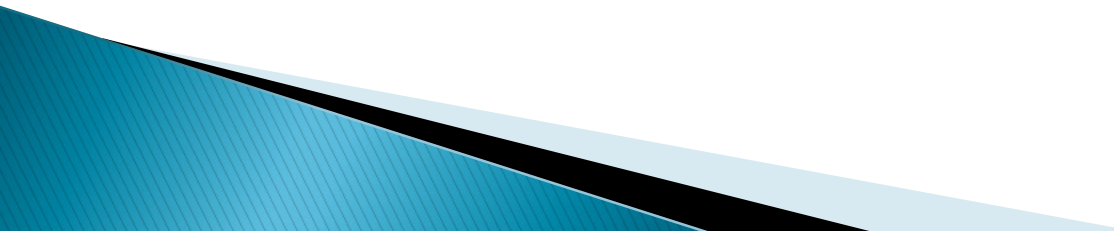
Fund Src	60001
Budg Dt	(Multiple Items)
Accounting Period	5

Sum of Amount				
Organization	Account	Name	Descr	Total
8170030907	614265	AIRGAS SOUTH INC	Acetelene #4	290.40
			Acetelene #5	64.60
			Argon	48.20
			Argon/ CO2 75%/25%	122.00
			Oxygen	227.42
			Tank Rental	553.68
		MODERN WELDING COMPANY OF GEORGIA INC	#13 expanded metal	120.00
			1/4x2x20 flat bar	925.90
			2x2x1/4 tube steel	254.00
			3/8x5x20 flat bar	1,398.10
614265 Total				4,004.30
8170030907 Total				4,004.30
Grand Total				4,004.30

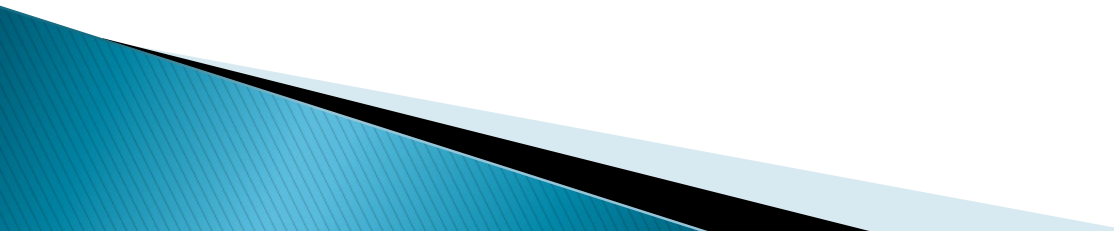
Other Funding Sources

- ▶ Obsolete equipment funds
 - ▶ MRR funds
 - ▶ Perkins funds
 - ▶ Other grant opportunities
 - ▶ College contingency funds
- 

Personnel Expenses

- ▶ What expenses are included in personal services?
 - ▶ How do I calculate the “true” expense of full-time employees?
 - ▶ What contributes to the range of these salaries?
 - ▶ How do I determine adjunct salaries?
- 

Personal Services Expense

- ▶ Full-time Pay
 - ▶ Retirement (ERS or TRS)
 - ▶ Health Insurance
 - ▶ FICA
 - ▶ Medicare
 - ▶ Other – unemployment, bonding, etc.
- 

Calculating the Cost of a Position

FRINGE BENEFITS			
Effective Fiscal Year 2024 (July 1, 2023 - June 30, 2024)			
TRS MEMBER			
Employer %	Employer Adj	Employee %	Benefits
19.98		6.00	TRS
29.454			Health Insurance
1.45		1.45	Medicare
50.884		7.45	TOTALS
ERS MEMBER (New Plan)			
No Longer Accepting New Plan Participants Effective 01/01/2009			
Employer %	Employer Adj	Employee %	Benefits
29.35		1.25	Retirement
		0.25	Group Term Life Insurance
29.454			Health Insurance
1.45		1.45	Medicare
6.20		6.20	FICA
66.454		9.15	TOTAL (New Plan)
Georgia State Employees' Pension & Savings Plan (GSEPS)			
Accepting New Plan Participants Effective 01/01/2009			
Employer %		Employee %	Benefits
25.51		1.25	Defined Benefit Pension (DB) Plan
			Defined Contribution (DC) 401(k) Plan
5.00			Effective July 1, 2022, legislation proposed by ERS was passed to increase the employer match to 100% of the first 5% of pay. Members with at least six years of Creditable Service can also receive a higher match, with a maximum of a 9% match at 13 or more years of service, provided they save at least 5% of their pay
		0.00	Group Term Life Insurance
29.454			Health Insurance
1.45		1.45	Medicare
6.20		6.20	FICA
67.614		9.15 - 12.15	TOTAL (New Plan)

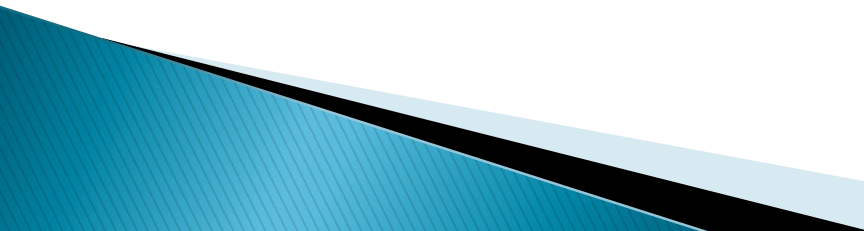
Example of TRS Employee

- ▶ Base salary of \$50,000
- ▶ Employer portion of TRS 19.98% \$9990
- ▶ Employer portion of Health Ins. 29.454% \$14,727
- ▶ Medicare 1.45% \$725
- ▶ Additional Expense to College \$25,442
- ▶ Total $\$50,000 \times 1.50884 = \$75,442$

Example of ERS (New) Employee

- ▶ Base salary of \$50,000
- ▶ Employer portion of ERS 29.35% \$14,675
- ▶ Employer portion of Health Ins. 29.454% \$14,727
- ▶ Medicare 1.45% \$725
- ▶ FICA 6.20% \$3,100
- ▶ Additional Expense to College \$33,227
- ▶ Total $\$50,000 \times 1.66454 = \$83,227$

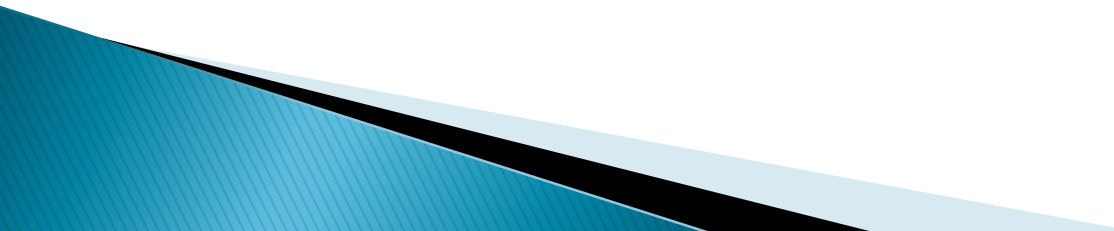
Adjunct Salaries

- ▶ Vary by program specialty
 - ▶ Vary by credentials required for instructor
 - ▶ Vary by region/demand of region
 - ▶ Can vary greatly within same College due to location of campus requiring adjunct
 - ▶ Driven by ratio of FT employees to students enrolled in program
 - ▶ Need may vary by credentialing requirement (Allied Health)
- 

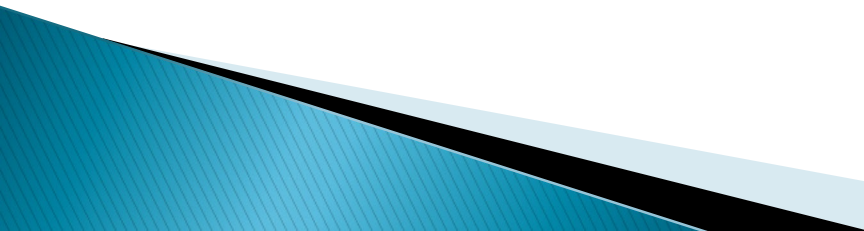
Dealing with Budget Cuts and Shortfalls



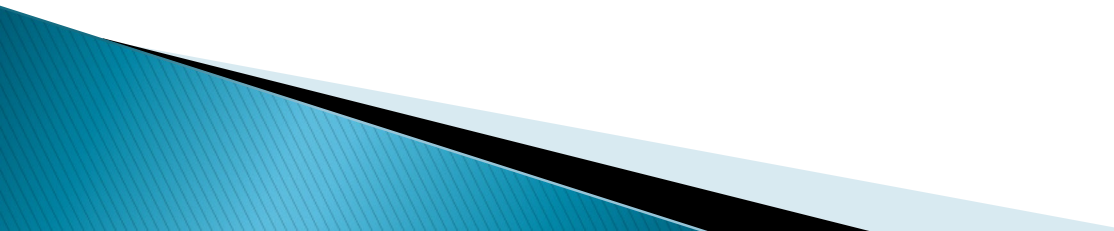
Source of Budget Cuts

- ▶ State – State budget cuts due to lower than expected State revenues (FY21 10% reduction)
 - ▶ Increased costs related to pay increases and rising costs
 - ▶ Federal – Federal budget cuts due to program cuts or lower than expected Federal revenue
 - ▶ Local – College budget cuts due to enrollment declines or lower than expected local revenue
- 

Approaches for Mitigating Cuts

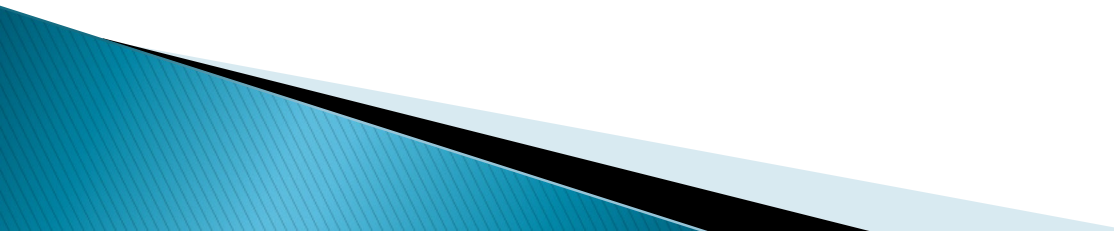
- ▶ Look for other sources of revenue to replace that which has been cut
 - ▶ Look for ways to lower expenses and operate more cost effectively
 - ▶ Be creative without compromise to quality of instruction
 - ▶ Largest expenses are personal services, so typically look there first (RIF's / furloughs / retirements)
- 

Stretching the Dollar \$\$\$

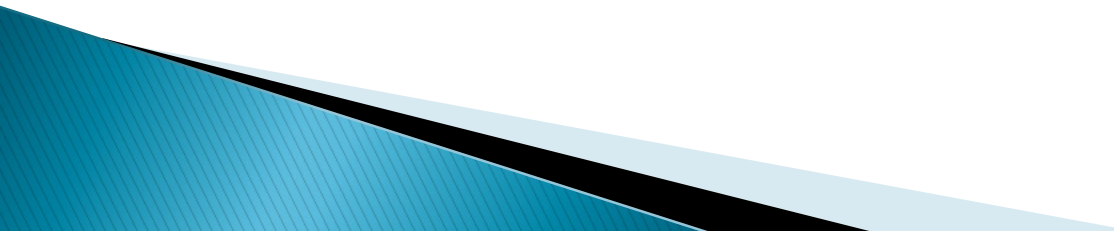
- ▶ Think outside the box
 - ▶ Use of electronic resources
 - ▶ Hybrid/online classes
 - ▶ Close scrutiny of requests for purchases
 - ▶ Ask questions!
 - ▶ Take opportunities to visit other colleges that are “doing it well.”
- 

Grant Opportunities

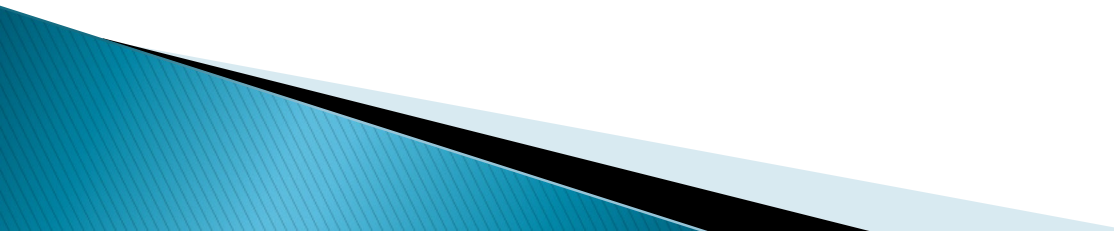
Seeking Grant Funding

- ▶ College grant writers
 - ▶ TCSG grant opportunities (pass-through grants)
 - ▶ Foundation grants
 - ▶ Survey your peers
 - ▶ Process varies greatly by college
- 

Tracking Grant Expenditures

- ▶ PeopleSoft reports
 - ▶ Spreadsheets created and tailored to grant requirements
 - ▶ Grant required financial reporting
 - ▶ Establishment of approval process for any grant expenditures
- 

Special Consideration

- ▶ Grant application
 - ▶ Copy of approved grant
 - ▶ Know requirements of grant, i.e., matches, etc.
 - ▶ Know any regulation referenced in grant
 - ▶ Periodic reporting requirements
 - ▶ Output tracking
- 

Conclusion and Questions

