


Permanent Budget & Staffing

2008/09 Fiscal Closing

June 17, 2009



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Our Vision.....

To meet UCSD's resource needs in an era of growth, using our inspired and knowledgeable staff to influence and educate our customers while efficiently managing current resources and committing to the highest standards of ethics.



Our Mission.....

To provide professional financial resource management services and make a positive difference in sustaining the university's excellence and the lives of those we touch. We foster a safe and respectful environment that supports diversity, individual growth, and opportunity. We bring this to life through:

- Dedicated advocacy for maximizing campus resources;
- Responsible stewardship;
- Customer education
- Collaboration and innovative planning and analysis;
- Policy development;
- Efficient use of technology;
- Unconventional, creative, and relevant solutions.

Fiscal Closing Links

[Frozen Payroll](#)

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Hot Topics

[Budget Line - budget news and information](#)

[OP Announces 2009 Health Insurance Costs](#)

[2009 Medical Plan costs charts](#)

Links

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-  [UC Office of the President](#)
-  [State of California](#)

Fiscal Closing Deadlines

Due Date	Departmental Actions
July 1	Permanent transfers affecting academic (60xxxx) and staff (61xxxx) expense accounts ⁽¹⁾
July 7	Update PPS for the final Staffing List ⁽²⁾
July 10	Permanent transfers affecting expense accounts 62xxxx – 69xxxx ⁽¹⁾
July 10	Current year transfers affecting all expense accounts ⁽¹⁾

(1) Transfers must have June transaction dates.

(2) Distribution lines must be effective 7/1/09.

Permanent Staffing

- UCOP requires that campuses align their permanent salary budgets with actual faculty and staff salary commitments.

<u>Permanent Budget</u>
Sub 1 \$178,000 3.5 FTE

<u>Permanent Staffing</u>			
FTE	Title	Annual	Status
1.0	Sr. Analyst	\$68,000	filled
1.0	Analyst	\$51,000	vacant
1.0	Admin Asst III	\$38,000	filled
0.5	Admin Specialist	\$21,000	filled

Disestablishing FTE's

If a department decides to permanently disestablish a faculty or staff FTE, they can request reimbursement from the central benefits pool (reference PPM 380-6).

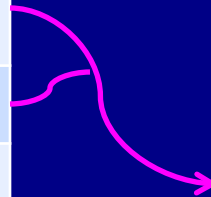
- If a department can “prove” the rate funded, that amount will be reimbursed (17% or 22%)
- For older FTE's without proof, departments will be reimbursed using the current funded rate of the pool (18.82% for 2008/09)

Closing Entries – Permanent Budget

- Balance (realign) all index numbers at the sub account level. No negative balances.

<u>Account</u>	<u>Budget</u>
610000	\$ 178,000
630000	10,000
650000	2,000
680000	<u>(4,000)</u>
Total	\$ 186,000

<u>Account</u>	<u>Budget</u>
610000	\$ 178,000
630000	7,000
650000	1,000
680000	<u>0</u>
Total	\$ 186,000



Closing Entries – Current Year Budget

- Clear deficits at the sub account level. Process OLTF to adjust budget to actual expenditures.

<u>Account</u>	<u>Budget</u>	<u>Financial</u>	<u>Balance</u>
610000	\$ 178,000	\$ 160,200	\$ 17,800*
630000	\$ 10,000	\$ 23,000	\$ (13,000)
650000	\$ 5,000	\$ 7,500	\$ (2,500)

* savings generated by temporary staff reductions (reduced appointments, LWOP, START participation, etc.)

Closing Entries – Financial

- Clear deficits at the Fund level. Process PET/NPET to clear fund overdrafts.

<u>Fund</u>	<u>Account</u>	<u>Budget</u>	<u>Financial</u>	<u>Balance</u>
19900A	630000	\$ 5,000	\$ 3,500	\$ 1,500
69750A	630000	<u>2,300</u>	<u>2,500</u>	<u>(200)</u>
	Total	\$ 7,300	\$ 6,000	\$ 1,300

<u>Fund</u>	<u>Account</u>	<u>Budget</u>	<u>Financial</u>	<u>Balance</u>
19900A	630000	\$ 5,000	\$ 3,700	\$ 1,300
69750A	630000	<u>2,300</u>	<u>2,300</u>	<u>0</u>
	Total	\$ 7,300	\$ 6,000	\$ 1,300

Additional Training

BUDGETING 101A: BEST FISCAL PRACTICES

Introduction to basic budgeting principles and financial practices

BUDGETING 101B: ONLINE TRANSFER OF FUNDS

How to prepare and approve On-Line Transfer of Funds (OLTF)

BUDGETING 135: STAFFING LIST BASICS

Use and balancing of the Permanent Staffing List

CAMPUS OPERATING BUDGET

How the campus operating budget process works

Budget Office Contacts

Hugo Rios, Permanent Budget & Staffing

Traci Carpenter, Compensation & Central Benefits Pool

Mercedes Munoz, Permanent Budget & Staffing (back-up)

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Town Halls: Opportunity for input on UC Budget Reduction Proposals with Chancellor Fox

You're invited to review the [UC Budget Reduction Proposals](#) and attend a Town Hall meeting:

- Staff:** Thursday, June 18, noon – 1 p.m., Price Center Ballroom B
- SIO:** Thursday, June 18, 1:30-2:30 p.m., Sumner Auditorium
- Faculty:** Friday, June 19, 10-11 a.m., Price Center Ballroom A
- Health Sciences:** Friday, June 19, 2-3 p.m., Thornton Hospital, Coral Room

Message from the Chancellor



We want you to be aware of the efforts underway to manage the economic crisis in the best interest of our outstanding faculty, staff, and students. We are determined to preserve the extraordinary quality of UCSD amidst declining revenues from the state, endowments, and external sources.

– Marye Anne Fox, UCSD Chancellor

[Visit Chancellor Fox's Web site.](#)

