**Budget Issues Committee**

June 6, 2019, Middle Georgia State University

**Members Present:** Liz Baker (UWG), Benjamin Scott (ITS), Josefina Endere (GCSU), Steve Allen (MGSU), Jason Matt (BOR), Traci Williams (FVSU), Donell Nixon (GGC), Melanie White (CSU), Donna King (ABAC), Rai Sookram (KSU), Marlo Key (AU), Tracie Dixon (BOR).

**Members Absent:** Denise Floyd (GSU), Steve Head (GTech)

The meeting was called to order at 9:37

**New Member Introduction:** Benjamin Scott is our new Technology Liaison. His primary focus currently is Budget Prep and queries. He is also working with encumbrances and HCM.

Welcome to Rai Sookram who is replacing Jamie Fernandes from Kennesaw.

Minutes were approved as amended. (Changed Middle Georgia College to State University.)

**1. Budget Calendar – Jason Matt**

Jason distributed the budget calendar for 2020. The quarterly amendments deadline has been pushed back to the week before the actual reporting is due. This will allow more time for amendment processing and tie closer to the actual numbers reported.

**2. Budget Prep Follow-up – Benjamin Scott**

The committee extended overwhelming thanks to Benjamin for his assistance during this past budget process. Also, the support for the system office was much appreciated. Issus discussed were:

* The budget prep load had issues due to where the data was taken.
* Distributed box on DBT is hardcoding to Y instead of N on budget load even though a payroll has not run.
* Upload file will be available for next year for salary increases (merit, promotion, etc.)
* ABBR is to equal the combined annual rate of all jobs. Not sure why the ABBR is not filling in appropriately. Still looking at background tables. Don’t spend time on changing it. An update will be in place July 1 which will correct it.
* Correcting the distributed dates against budget salaries will be in the second group of changes. If you have a change midyear is using the total salary twice 100% for each period.
* Project end date will be changed to pull from project end date screen. This will eliminate the auto populating a 6/30/xx row.
* Need to add search by pay group or job code.
* If you update the department on the Personal Services tab, it will validate fringes. If the position has no fringe, the change will fail and you cannot save salary budget changes.
* Can enter Job Earnings Distribution on the new funding tab. This was added this year. It validates the dept % field to 100% so if each earnings code needs to total 100%, BP would not let you enter more than 100%. Needs to change for MCOP implementation.
* Work on error messages in audit queries to make them more understandable.
* Would like query to check data before we load budget journals into HCM and financials and after.
* A comment box on the position screen was requested and have the comments flow into budget prep.

**3. FY20 Fringe Rate Process – Rai Sookram**

Rai (KSU) was interested in how other schools budget fringe. For FY20, KSU experienced a 3% increase in their fringe rate. They are using a 33% rate for fringe. Jason asked in what process KSU is using a flat percent rate. KSU uses it for creating new positions.

Columbus State has a 3-tier salary range meaning 3 different fringe rates depending the salary range of the position. They use actuals for the FICA and TRS rates and an average for health insurance.

West GA uses actuals for FICA and a weighted average retirement and health insurance rate based on number of employees in each plan and the plan costs.

Jason informed us the TRS rate for FY2021 will drop to 19.06% and our allocations will be reduced accordingly. State revenue was down by a couple million dollars for FY2019. Everyone is keeping a close eye on the revenue projections. A surplus is needed to fund the midyear K12 true-up.

**4. FTE Position Update**

Liz emailed the queries to the committee in January and asked for feedback and suggestions. Liz was to review the queries with the suggestions offered and bring to our next meeting in June for final approval.

*After our meeting two changes occurred with the HCM position structure that may impact our FTE reporting—MCOP rules effective July 1, 2019 and classifying positions as full-time. More review is needed to determine the appropriate changes to the queries.*

*Based on clarification from the Jason, two principles need to be followed in all FTE reporting:*

* *A person cannot be reported as more than 1.0 FTE*
* *For a position to be “Budgeted,” it must be appropriately funded and not just an active position. It does not need to be filled.*

**5. Follow up from last meeting**

* A Position query workgroup consisting of Benjamin (ITS), Jason (USG), Fina, Tracie.
* Send Benjamin the queries for positions so he can check Augusta’s tables which are set up different than everyone else.
* Will present the updated queries at interact BIC in September and then finalize at the budget conference in October.
* Fina will send out the sample plant allocation writeups for folks to comment before posting on our website. Submit your comments by end of June.
* Institutions will need to adjust the position count reported in the budget system later in June. Need to have our detailed listing, questionnaire, and governor’s report all match.
* Fina and Tracie Dixon will work on updating the committee project list that is on USG’s website.

**6. Other Items**

* The new Technology Liaison position needs to be added to the bylaws.
* Liz asked if the budget activity and budget status reports will pick up the new 14100 and 10510 funds. If they don’t she’ll send in a ticket.
* The Encumbrance process is calculating 11 months for fringe for faculty if you have a return from work break row.
* Year-end spending discussion occurred. Everyone shared how we manage year-end surplus.

Meeting adjourned at 12:15 pm.