**Budget Issues Committee**

**September 29, 2017**

Members present: Tracie Arnold-Dixon (USG), Liz Baker (UWG), Arisa Burgest (AMSC), Connie Clark (GASOU), Teresa James (DSC), Donell Nixon (GGC), Jeanne Ricketson (AU), Marion Brown Ryant (Albany State), and Melanie White (CSU).

**1. Committee Goal**

The goal of the Budget Issues Committee is to collaborate and address concerns of budget processes in the USG system.

**2. Quarterly Reporting form**

Melanie reviewed the new format of the quarterly variance report. The purpose for changing the form was to make it more informative and relevant by bringing it in line with financial reporting. The changes are:

* Compares current year cumulative actuals to prior year cumulative actuals.
* Uses amended budget numbers.
* Red highlights indicating what to address are removed.

A webex is scheduled for October 6 to review the new form.

**3. OneUSG**

Cohort 1 provided ITS a list of concerns regarding the new payroll/position management system that needs to be addressed. David Nesbitt agreed to work with cohort 1 schools on solutions.

**4. Budget Issues committee membership**

In December the following committee representatives will become available:

Research – 2

Comprehensive – 1

State Universities – 2

State Colleges – 2

The following individuals volunteered to serve.

Research: Marlo Key – AU

Steve Head – GT

Comprehensive: Robin Wade – KSU

State Universities: Amanda Funches – MGU

Traci Williams – FVSU

State Colleges: Arisa Burgest - AMSC

Donna King – ABAC

**5. New Elective Fee & Special Charge Form**

In conjunction with the USG BOR staff, committee developed a form for capturing fee data for audit purposes. The form was reviewed and approved. The forms do not need to be submitted to the Board office, however, if the Board staff have questions or the institutions is audited the form may be requested for additional information. You may find the forms on the budget issues committee website under “Shared knowledge and job aids” (copy attached) at:

<http://www.usg.edu/gafirst-fin/budget_issues_committee/>

A FAQ document may be found in the Document Library on the Budget Amendment page.

**6. Future Projects**

1. Plant Allocation – review current options used to determine if standard process could be created. PPV’s are required to have plant allocation process included in 10 year business plan.
2. By Law Updates – new to be reviewed and updated.
3. FTE Calculation clarification – determine if adjustments are needed for OneUSG Connect. The PeopleSoft Budget Development module has been updated to use the new FTE calculations.

**Next Meeting** – tentatively scheduled for December 5 or 6 in conjunction with the mid-year accounting review meeting.