

Plymouth State University

Budget/Finance 101

INTRODUCTION TO BUDGET AND FINANCIAL MANAGEMENT/OPERATIONS



**Finance**

# Fiscal Year

- July 1 to June 30
- Transactions Post Accordingly:
  - Revenue – in year in which services/goods were provided
  - Expense – in year in which goods/services were received and put to use
  - It is not when cash enters or leaves the door
- vs. Academic Year:
  - Sept – August (Fall, early-Spring/Spring, & Summer)
  - Crosses two different fiscal years
    - Summer term posts in new fiscal year

# Chart of Accounts – *Elements of the Story:*

- **F**und – *Funding sources* (unrestricted vs restricted)
- **O**rg – *Organizational Unit* (the operational, decision-making, business unit)
- **A**ccount – *Type of Revenue, Expense or Balance Sheet activity*
  - Ex. Tuition, Fees, Salaries, Benefits, Supplies, Asset, Liability
- **P**rogram – *Degree Program, Athletic Program or Non-program*
- **A**ctivity – *Project, event, function* (materiality is important)
- **L**ocation – *Building or Infrastructure location*
  - Ex. Belknap, Grafton, Speare Admin Bldg, HUB, Memorial Hall, Rounds Hall, Zone 1

# Budget Manager Role/Responsibility

- You will be held *accountable* for:
  - Being a good steward of PSU resources
  - Making sound decisions
  - Ensuring compliance with PSU/USNH policies and procedures & external agency requirements
  - Acting as a fiduciary of the University
- Failure to do so will have consequences



# Resource Management

# Available Resources

## Spending Authority

Budget

Cash Balance

**Funding Type**

**Unrestricted**

General Fund  
(6U....)

Internally-  
Designated Fund  
(6D....)  
Plant Funds  
(6X....)

**Restricted**

Grant Funds  
(6#....)

Current Use Gift/  
Endowment  
Payout Funds  
(6G....)

# Reporting

- Web Intelligence (or WebI) is the USNH reporting tool
- New all-in-one report to be released soon:
  - Budget Summary report – provides a budget variance report for General Funds and incorporates a calculated year-end projection
    - In a profit/loss statement format
  - Fund Balance report – shows cash balances for internally-designated, restricted gift/endowment payout funds, and grant funds
- The report can be scheduled
- Group training sessions will be available
- Financial Service Centers are available for additional one-on-one training and assistance



# Revenue highlights

- Units must be authorized by Central Finance to accept payments at PSU.
- Payments must be deposited within 24-48 hours
- Billing for items or services must be processed through the Non-student Billing Request form (located in myPlymouth portal)

# Expenditure highlights

- Spend Restricted \$ First (*a USNH Policy*)
- Be prudent & weigh student impact before spending
- Some costs are centralized: telecom, postage, ecommerce charges (*more to come*)
- Some budget lines are managed centrally or special handling:
  - Faculty and Adjunct Faculty (ie TL) Positions
  - Student Labor positions
  - Longevity (related to Oper. Staff positions)
  - Professional and Technical (PAT) and Operating Staff positions (OS)
- Budget Lines Depts have control to move around freely:
  - Over-time
  - Adjunct Staff (hourly, non-benefited)
  - Goods
  - Services
  - Internal Allocations

# Expenditure Cont'd

- Employees must be on Payroll *before* starting work.
- Dept must approve invoice before it's paid
- Business Purpose is critical for non-personnel expenses - who, what, when, where, & WHY
  - Ex. Chemicals for lab in support of chemistry and biochemistry programs
  - Ex. Tent rentals for homecoming and family weekend
- Identify funding source (in words)
  - Ex. General Budget, Art Dept course fee fund, NASA grant fund



# Budget Development and Planning

# Annual Budget Development Cycle (subject to change)

- Early Fall (Sept) – Guidelines Established/Communicated
- Late Fall (Nov)
  - Tuition, Fee, Room and Board Rates established
  - Initial Budgeted Enrollment Target established
- Late Winter (Feb)
  - Deadlines for Budget Reallocations
  - Existing Course fees Updates provided
- Mid Spring (May)
  - Budgeted Enrollments updated
  - New Course Fees provided