



# COLORADO COLLEGE

**Office of Finance & Administration**  
(719) 389-6693

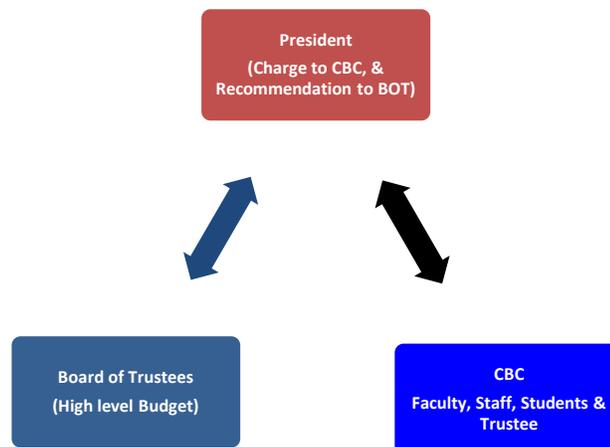
14 E. Cache La Poudre St.  
Colorado Springs, CO 80903

## Budget FAQ

This document is meant to provide basic answers to frequently asked questions, and general guidelines for those across campus that work directly or indirectly with department budgets. All budgetary references are in relations to unrestricted operational funds (110002). Unrestricted funds are also referred to as expenses supported by tuition dollars.

### **1. Who determines the Colleges budget?**

The President, the Campus Budget Committee and the Board of Trustees make the decision on the Colleges budget. The President instruct the Campus Budget Committee (CBC) of what their charge is for the upcoming budget year. After collecting requests from department, the CBC makes a recommendation to the President of what the budget should be for the following year. Once the Presidents reviews this recommendation, modify and/or accepts, then it is presented at a macro level to the BOT for final approval. This process takes place during early fall for final Board of Trustees approval in January/February time frame.



### **2. How do I request a budget increase?**

The best way to communicate the department needs is for the chair or department manager to advocate for these requests through the Cabinet member that oversees their area. These requests should be made early in the fall as the Campus Budget Committee along with Cabinet members start gathering information for the following year's budget process.

Also identify if the budget need is a one-time need (needed only for one year) or a permanent ongoing increase. Permanent budget increases need to be approved by the Campus Budget Committee, the President or the Deans office depending on the nature of the request, timing and dollar amount.

**3. What is a Permanent Budget? A Temporary Budget?**

Permanent budget, also known as base budget, is the approved operational budget of each department. Unless there is an approved increase (see #2) this base budget does not change year over year.

On the other hand, temporary budget adjustments are one time funds provided for the current fiscal year and meant to be used within that fiscal year. Due to its nature, this money will not move forward into upcoming years as part of the base or permanent budget.

**4. Can I use the budget of a position vacancy to supplement other operational budgetary needs?**

No, positions budgets (aka: salaries or wages) are owned by the College and not considered part of the operational budget of the departments. When a vacancy occurs the funds are temporarily moved to a College budget account until the new person is hired.

There are three accounts that are an exception to this rule. The accounts are:

- 613004 – Overtime Premium/Extra Hours
- 613005 – Temporary or On-Call Hourly
- 614001 – Student Salaries.

These accounts are considered part of the department’s operational budget. Any over/under expenditures on these accounts will also affect the departments overall operational bottom line.

**5. So what accounts are operational accounts?**

Operational budgets accounts are in the 700000 series, in addition to the Student Salary Line, Temp On Call wages, and Overtime (see #4) if any budget exists in these accounts. The 80000 account series are used for transfer between funds or departments.

**6. What happens when I overspend one of my budget lines?**

As long as the department (organizational code) is not overspent, the line item over-expenditure is not an issue. The most important thing to remember is proper coding of expenses than line item budget detail. Example:

ACCOUNT	ACCOUNT TITLE	ADOPTED BUDEGT	YEAR TO DATE	REMAIN BUDGET
701051	Office Supplies	\$600	\$8,000	(\$7,400)
730000	Travel	\$10,000	\$150	\$9,850
<b>GRAND TOTAL</b>		<b>\$10,600</b>	<b>\$8,150</b>	<b>\$2,450</b>

Based on this example, there is no need to request a temporary budget adjustment between accounts since the department is not overspent.

### **7. I had budget money left over last year, what happened to it?**

Unspent operational budgets do not automatically roll forward. Any surplus or deficiency is moved to a Board of Trustees approved College wide contingency account.

In addition, during the end of the year process Finance will provide timeline and guidelines for departments to request roll forwards if needed. The budget office gathers these requests for evaluation, and final approval by the President.

### **8. Can the permanent budget lines be changed within a department?**

Yes. If a department wants to change on a permanent basis the way amounts are distributed within their accounts, they can either request a permanent budget change through the budget office, or do it themselves during the reallocation process in the spring. Once a year the budget office opens Self Service Banner for departments to reallocate their budget on a permanent basis for the new fiscal year. As explained in item #7, we discourage temporary budget movements within the same organizational code to cover line item budget deficiencies.

### **9. What about department consolidations, splits, or re-organizations?**

On all instances contact the Budget, Finance and Human Resources departments since these changes directly affect all these areas. Having the initial information, even if not all details are finalized, help these areas properly track the department financial information during the proposed change.

Items to keep in mind and consider for any of these scenarios before the beginning of the new fiscal year:

- Request new organizational codes if needed, from the Finance department. Also identify any obsolete ones that might need to be deactivated.
- Operational budgets: provide the Budget Office a plan or guidelines of how the budget will be affected. (split, consolidated, re-organized)
- Faculty and Staff positions: Work with HR and the Budget Office to assign the personnel and position budgets to the proper department and organizational codes. This includes any student and temp-on-call positions as well.
- Endowments and Gifts: Contact Finance and Advancement to properly assign the payout of any endowment involved and identify any purpose issue that might arise.

### **10. How do I get funding for instructional equipment or computers?**

The Capital Equipment Request process opens once a year for several weeks for departments to submit requests for items with a cost of \$500 and less than \$5,000. As of FY2014-15, the process no longer includes computers, laptops, smart class room equipment and other technology items that used to be part of this process. These items can now be requested when needed through ITS.

The Capital Equipment Request process is now for furniture, instructional items and other College level equipment. Once all requests are gathered the capital Equipment Committee evaluates and decides on funding of each request. For more detail information about this process please visit

<https://www.coloradocollege.edu/offices/finance/budget-office/>

**12. Who do I talk to about budget questions in general?**

The contacts are:

Enid Ruiz- Mattei at ext. 6854 or email [enid.ruizmattei@coloradocollege.edu](mailto:enid.ruizmattei@coloradocollege.edu)

Susan Brickell at ext. 6057 or email [sbrickell@coloradocollege.edu](mailto:sbrickell@coloradocollege.edu)

The screenshot shows a web browser window with the URL <https://gowest.coloradocolleg...>. The page title is "SELF-SERVICE BANNER AT COLORADO COLLEGE". The navigation menu includes "Personal Information", "Employee", and "Finance". The "Finance" section is active, displaying a search bar and a "Go" button. Below the search bar are links for "RETURN TO MENU", "SITE MAP", "HELP", and "EXIT". The main content area is titled "Finance" and contains a disclaimer: "You are about to view confidential information. If you continue, you agree not to reproduce, retransmit, disseminate, sell, distribute, publish, broadcast, circulate or commercially exploit the information available on this Site in any manner without express written consent from Colorado College, nor to use the information available on this Site for any unlawful purpose." Below the disclaimer is a list of links: "Budget Queries", "Encumbrance Query", "Purchase Order", "Approve Documents" (with a note "Business Office use only."), "View Document", "Budget Transfer", "Budget Development", "Capital Equipment Request Menu", "Budget Increase Request", "Transaction Detail", and "Fund/Orgn Management" (with a note "Controllers Office use only."). At the bottom, there is a section for "e~Print Finance Repository" with the text "CC Financial Reporting -- The ePrint Finance Repository is a new way to see financial reports." and a footer with a list of links: "[ Budget Queries | Encumbrance Query | Purchase Order | Approve Documents | View Document | Budget Transfer | Budget Development | Capital Equipment Request Menu | Budget Increase Request | Transaction Detail | Fund/Orgn Management | e~Print Finance Repository ]".

For more detail instructions on how to navigate Go West or Self Service Banner please visit:

<https://www.coloradocollege.edu/offices/finance/Documents/ViewingSSBOperatingBudgets.pdf>

The example used in these instructions is for a research account; however the screen and functionally of the system is the same for all other accounts and funds.

- **Budget Queries:** will provide different level detail of budget and year-to-date expense reports.
- **The Capital Equipment Request Menu,** is used during the Capital Equipment requisition time.

SELF-SERVICE  
BANNER AT COLORADO COLLEGE

Personal Information Employee Finance

Search   MENU SITE MAP HELP EXIT

To create a new query choose a query type and select Create Query. To retrieve an existing query choose a saved query and select Retrieve Query.

**Create a New Query**

Type 

- Budget Status by Account
- Budget Status by Orqanizational Hierarchy
- Budget Quick Query

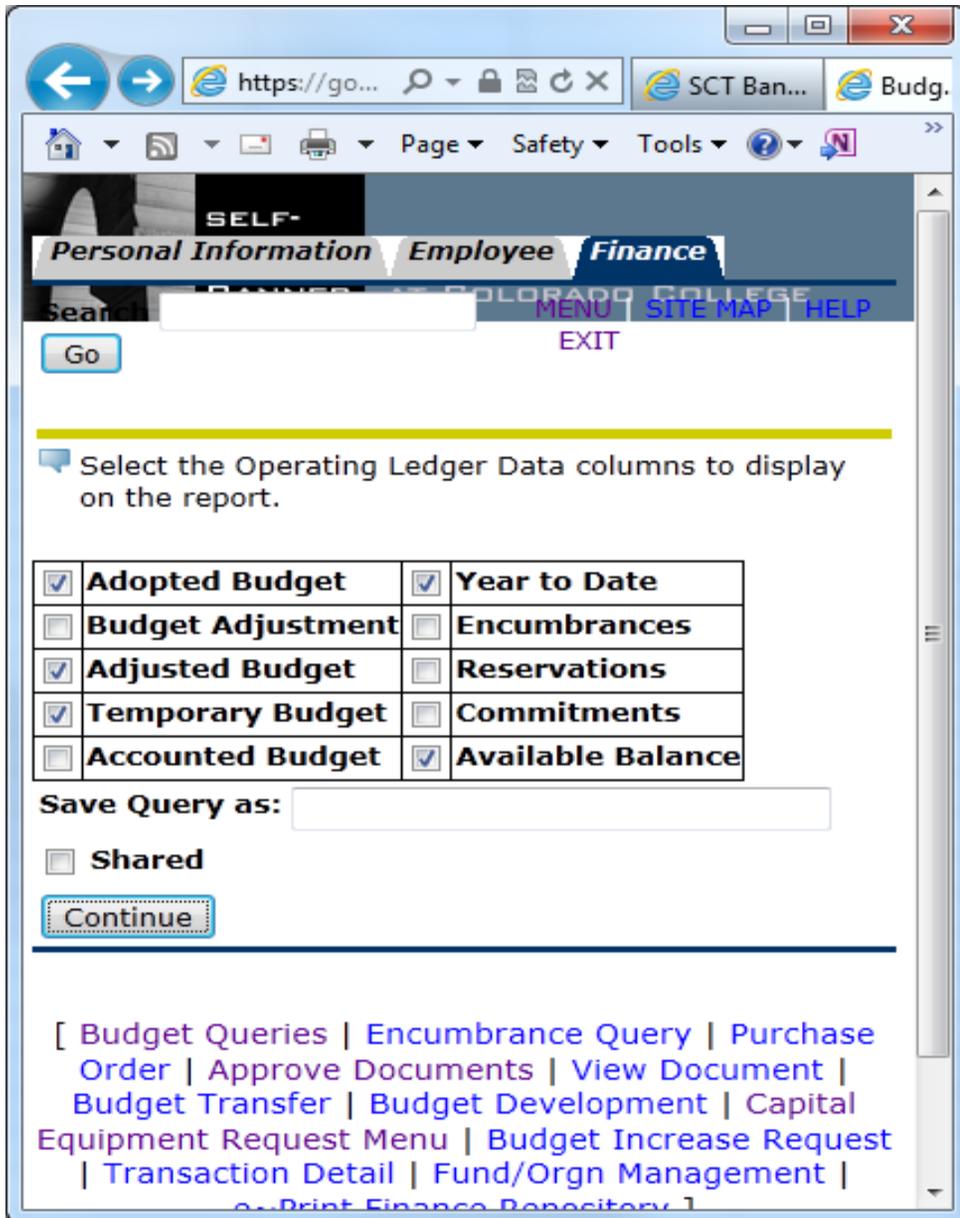
**Retrieve Existing Query**

Saved Query

[ [Budget Queries](#) | [Encumbrance Query](#) | [Purchase Order](#) | [Approve Documents](#) | [View Document](#) | [Budget Transfer](#) | [Budget Development](#) | [Capital Equipment Request Menu](#) | [Budget Increase Request](#) | [Transaction Detail](#) | [Fund/Orgn Management](#) | [e~Print Finance Repository](#) ]

RELEASE: 8.3

- **Budget Status by Account:** will provide line by line account detail for the parameters entered. User can drill down to see the activity on each account if needed.
- **Budget Status by Organizational Hierarchy:** provides a high-level snap shot of the same parameter requested. (Multi levels of drill down.)
- **Budget Quick Query:** skips the parameters option of selecting columns, and goes straight to asking for organization code. (No drill down available)



Select the Columns you want to see in your report.

- **Adopted Budget** – permanent base budget
- **Adjusted Budget** – Includes both permanent and temporary adjustment.
- **Temporary Budget** – provides all, if any, temporary budget adjustments done to date.
- **Year to Date** – actual expenses to date.
- **Encumbrances** – salaries yet to be paid.
- **Commitments** – any outstanding PO's waiting to be paid (invoice).
- **Available Balance** – Shows budget left over or overspent. It calculates:

Adjusted Budget – Year To Date – Encumbrances or Commitments  
= Available balance.

Search   MENU SITE MAP HELP EXIT

For a Budget Query to be successful, a user with Fund Organization query access must enter a value in either the Organization or Grant fields as well as the Fiscal Year, Period, and Chart of Accounts fields. If Grant information is queried, all retrieved information is Grant Inception to Date. Otherwise, all information retrieved is through the Fiscal Year to Date. (Fiscal Period is defined as: 01-Jul, 02-Aug, 03-Sep, 04-Oct, 05-Nov, 06-Dec, etc.)

To perform a comparison query select a Comparison Fiscal Year and Period in addition to the required Fiscal Year and Period. With this selection, all details retrieved will be placed next to the corresponding comparison fiscal period.

Fiscal year:  Fiscal period:

Comparison Fiscal year:  Comparison Fiscal period:

Commitment Type:

<input type="button" value="Chart of Accounts"/>	<input type="text" value="T"/>	<input type="button" value="Index"/>	<input type="text"/>
<input type="button" value="Fund"/>	<input type="text"/>	<input type="button" value="Activity"/>	<input type="text"/>
<input type="button" value="Organization"/>	<input type="text" value="133001"/>	<input type="button" value="Location"/>	<input type="text"/>
<input type="button" value="Grant"/>	<input type="text"/>	<input type="button" value="Fund Type"/>	<input type="text"/>
<input type="button" value="Account"/>	<input type="text" value="7%"/>	<input type="button" value="Account Type"/>	<input type="text"/>
<input type="button" value="Program"/>	<input type="text"/>		

Include Revenue Accounts

Save Query as:

Shared

[ Budget Queries | Encumbrance Query | Purchase Order | Approve Documents | View Document | Budget Transfer | Budget Development | Capital Equipment Request Menu | Budget Increase Request | Transaction Detail | Fund/Orgn Management | e~Print Finance Repository ]

- In this section you select your Organizational code and all other parameter needed.
- The use of “wild cards” is allowed on this screen.
- This example shows in the **Account** field “7%” – this provides the user all the accounts that start with the “7”, excluding any others.

For more detail on this screen refer to:

<https://www.coloradocollege.edu/offices/finance/Documents/ViewingSSBOperatingBudgets.pdf>

This is what the report looks like after selecting the prior parameters:

Browser address bar: [https://gowest.coloradocollege.edu/prod/bwfkprvu.P\\_Budget\\_Start](https://gowest.coloradocollege.edu/prod/bwfkprvu.P_Budget_Start) | SCT Banner -INB- | Report A

**Report Parameters**

Organization Budget Status Report			
By Account			
Period Ending Jun 30, 2014			
As of Nov 18, 2013			
Chart of Accounts	T The Tiger Chart	Commitment Type	All
Fund	All	Program	All
Organization	133001 Budget Office	Activity	All
Account	7%	Location	All

[View Pending Documents](#)  
 No pending documents exist

**Query Results**

Account	Account Title	FY14/PD14 Adopted Budget	FY14/PD14 Adjusted Budget	FY14/PD14 Temporary Budget	FY14/PD14 Year to Date	FY14/PD14 Available Balance
701051	Office Supplies	590.00	590.00	0.00	8.59	581.41
701501	Other Supplies	100.00	100.00	0.00	0.00	100.00
703001	Telephone Charges	100.00	100.00	0.00	0.00	100.00
704001	General Printing & Binding	300.00	300.00	0.00	0.00	300.00
707501	Official Functions	600.00	600.00	0.00	0.00	600.00
708001	Dues & Memberships	400.00	400.00	0.00	0.00	400.00
730001	Airfare	4,500.00	4,500.00	0.00	498.30	4,001.70
730011	Ground Transportation	500.00	500.00	0.00	18.90	481.10
730031	Lodging	3,500.00	3,500.00	0.00	499.07	3,000.93
730041	Meals & Incidentals	1,200.00	1,200.00	0.00	37.21	1,162.79
730051	Conference Registration Fees	5,000.00	5,000.00	0.00	300.00	4,700.00
730071	Other Travel	0.00	0.00	0.00	84.00	( 84.00)
Report Total (of all records)		16,790.00	16,790.00	0.00	1,446.07	15,343.93

[Download All Ledger Columns](#) | [Download Selected Ledger Columns](#)

Save Query as:

Shared

**Compute Additional Columns for the query**

Column 1	Operator	Column 2	Display After Column	New Column Description
FY14/PD14 Adopted Budget	percent of	FY14/PD14 Adopted Budget	FY14/PD14 Adopted Budget	<input type="text"/>

[Perform Computation](#)

[Another Query](#)

Navigation: Budget Queries | Encumbrance Query | Purchase Order | Approve Documents | View Document | Budget Transfer | Budget Development | Capital Equipment Request