

# University Budget Overview

The consolidated budget is the budget that is submitted to PASSHE to be included in the submission to the Governor. The focus is on the educational and general (E&G) component as that portion of the budget is funded by tuition, appropriation, and fees. The restricted and auxiliary components are self-supporting so require no funding from the state.

- Fiscal Year – Fiscal years run July 1 through June 30. For reporting purposes use the latter calendar year. Example: 2023-24 reporting use 2024.
- Restricted – funds held by the University for a specific purpose. These funds cannot be comingled with E&G. Each restricted account is given its own fund to be able to track the cash balance, revenue, and expenses associated with its specific purpose. Restricted funds centers begin with 603–608. MUST USE THE FUND BALANCE REPORT.
- Auxiliary – operations run by the university that are self-supporting in nature. The university has several auxiliary enterprises. Auxiliary enterprises are determined by PASSHE guidelines. Each auxiliary must follow all procedures and policies outlined by PASSHE.
- E&G – component of the budget by which most university programs and activities are funded. E&G is dependent on tuition, fees, appropriation, and other miscellaneous income to perform its programs and activities. E&G funds centers begin with 601. MUST USE THE DEPARTMENTAL BUDGET REPORT.
- Funds Centers/Cost Centers – codes used to segregate groups of revenue and expenses
- GL Accounts/Commitment Items – 6-digit codes where revenue and expenses are posted
  - Revenue accounts – begin with 4 – have negative amounts
  - Expense accounts – begin with:
    - 5 – Personnel Expense – have positive balances
    - 6 – Operating Expense – have positive balances
    - 7 – Capital Expense – (for equipment or furniture purchase greater than \$5,000) – have positive balances
    - 8 – Chargeback Revenue – (used to capture the credits generated for specialized support services to campus departments. After the service is provided, its cost is charged back to the department which has received the service)
    - 9 – Budget Reserves – (serves as a holding account for a period of time during the fiscal year until the funds are ready to be used for a specific purpose) – have positive balances



Note: If you are viewing operating transactions and see negatives, these transactions are most likely refunds of expense or corrections. For transactions displaying a # sign in the Document Text field, these are transactions fed from advancement, or student accounts, or Bursar. If you have any questions with regard to exactly what these transactions are, please contact the Budget Office.

What is your responsibility?



- Departmental Discretionary Budget
- Departmental Student Wage Budget
- Any peripheral budgets in your area – independent operations, grants, restricted funds.
- All budgets should be reviewed frequently in Business Intelligence (BI). This includes:
  - Original base budget
  - Transfers sent to or received from other departments
  - One-time operating requests
  - Actual expenditures

## Budget Rules:

### You may:

-  Transfer operating funds to supplement student employment
-  Transfer funds from your operating budget to other departments for shared programming within E&G (601 to 601)

### You may not:

-  Use student employment to supplement operating budget
-  Transfer funds between E&G and Restricted accounts

### Discretionary Budget

- Allocated based on history and at the discretion of Vice Presidents or Deans
- Used for ongoing operating expenses for the department
  - Equipment
  - Postage
  - Supplies
  - Travel

### Departmental Student Wages

- Allocate based on history and at the discretion of the Vice Presidents or Deans
- Used to pay
  - Student interns
  - Academic year or summer student employment
- Not used to pay for graduate assistants

### Graduate Assistants

- Cabinet approves a central complement of graduate assistants
  - Based on history
  - Allocated by area
- The Office of Graduate and Professional Studies appoints all GA positions
  - Two-year appointments
  - Includes stipend and tuition waiver
  - Can hire full-time or part-time
- Adding permanent positions requires approval by Cabinet
- Temporary positions can be created by any department provided the position can be funded by the department operating budget for the entire two-year commitment

Please contact the Budget Office if you have any questions. <https://www.millersville.edu/acctbdgt/staff/>