Budget Prep Final Checklist: A Review

- ☐ **Review faculty salaries (6001)**, ensure the salary is allocated appropriately based on percentage of effort. Verify faculty with a change in a faculty appointment reflect the correct title and possible increase.
- ☐ **Review staff salaries (6002)**, ensure that the salary policy has been entered properly. Salary increases and Reclassifications should be added according to the Budget Prep Guidelines (equity column) with an associated PASS transaction. The total of all columns can be seen on report: 140_SPLAN – Salary Increase
- ☐ **Ensure all requested new positions are funded.** Requested FY27 transactions should be to HR by May 22nd and funding should be in 6006. A comment designating the amount needed for each transaction is extra helpful. Add a comment by selecting the 6006 account code in Budget Development and a comment box will appear.
- ☐ **Add the Annual amount for SM Flux**. Semi- monthly employees' hours fluctuate from month to month and year to year. Running 112_SPLAN – SM Fluctuation Estimate and entering the designated amount into 6006 will avoid additional revisions throughout the year, if there is no overtime on the FOP. Discrepancies from 185_SPLAN – SM Fluctuation Estimate VS Budget Development report will require justification via a comment. To comment, select the 6006 account code and a comment box will appear. Enter a brief explanation of the difference and select save. This should be in addition to what was added to 6006 for new positions.
- ☐ **Adjust longevity estimates to the 6005 code** and ensure that 170_SPLAN – Longevity Estimate VS Budget Development is clear. Please keep in mind this report will change if any modifications are made to Salary Planner. Discrepancies between this report and the proposed budget in Budget Development will require justification via the "comments" feature. To add a comment, select the 6005 account code and a comment box will appear. Enter a brief explanation of the difference and select save.
- ☐ **Adjust fringe estimates to the 6007 code** and ensure that 181_SPLAN – All Fringe Estimates VS Budget Development is clear. This estimate will change if any modifications are made to Salary Planner. Discrepancies between this report and the proposed budget in Budget Development will require justification via the "comments" feature. To add a comment, select the 6007 account code and a comment box will appear. Enter a brief explanation of the difference and select save.

- ☐ **Add position overload estimates budgets** to 6004 for Special Augmentations, 6009 for Faculty On Call and 6008 (for all other overloads, and MPIP insurance) from report 063_NBAJOBS – Overloads Report.
- ☐ **Use of Fund Balance 5099 requires a justification in Budget Development** (Budgets from prior year fund balance). This pool should follow our proper use of fund balance guidelines. To add a comment, select the 5099-account code and a comment box will appear. Enter a brief explanation for the use and select save. The justification should appear on 400_BUDEV – FUND Balance Usage Report.
- ☐ **Add comments for revenue adjustments.** Any revenue adjustment resulting in an increase in the Proposed Budget will require justification via the "comments" feature. To add a comment, select the appropriate revenue account code that reflects the budget increase and a comment box will appear. Enter a brief explanation of the increase and select save. All Practice Plan revenue adjustments should submit report 410_BUDEV – Revenue Justification to HSCBUD@ttuhsc.edu. SOM Practice Plans will need to also cc: Bowie McGinnis, Javier Delgado, Lacey Hendricks, and Shalene Vick (Lubbock) or Cari Neeley (Amarillo) or Kory Smith (Odessa).
- ☐ **Budget for annual fees such as Communication Services Fee 7017.** Departments should have received their estimates in April from Communication Services.
- ☐ **Run Cognos Step 4 Reports.** Only a few of these reports should reflect data. The rest should be clear.
- ☐ **Review Cognos Step 5 Reports.** Reports for Budget Prep Approvers. It is best practice to save these reports for future reference and verification of data.
- ☐ **Ensure Transfers are balanced.** If not, please work with your budget analyst or the transferring department to ensure amounts balance on both sides. (320_TRNFR – Transfers Out of Balance)
- ☐ **Ensure Budgets are <u>BALANCED</u>.** Verify 310_BUDEV-Funds Out of Balance Report. You should not be locking an unbalanced budget.
- ☐ **Ensure Targets are met.** Review Cognos Report 370_BUDEV – HSC Target Report, the Division as a whole should reflect an overall total of "$0" for all state funds.
- ☐ **I am ready to LOCK Salary Planner and Budget Development.** Inform next level approver that budget is ready to lock. Last level approver should inform their budget analyst that they have locked.
- ☐ **For FY27,** please ensure that the new report, 069_SPLAN – Merit OMP Report (Chart H Only), is consolidated to one report for the division and included in the e-mail to HSCBUD.