Budgets and Spending
CWU Chair Forum
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Chair Budget Basics

- Work closely with your secretary – she usually knows more and best.
- Project out - use historical spending data; encumber phones, copier, etc.
- Keep up-to-date with budgets & spending (especially important in these days of tight budgets)!
- Decide level of transparency.
- Consider developing a departmental discretionary fund (foundation account).
- Do not overspend – Duh!
Budgets

Fund Descriptions:

Ledger 1 (Goods & Services), Fund 001 -- State General Funds Budget: Each biennium the Legislature appropriates State General Fund money for the operational purposes of the University.

Ledger 2, Fund 148 -- Local Dedicated General: This fund is used to account for resources that are dedicated by CWU to a specific self-supporting purpose. Sources of revenue are the Summer School tuition, charges for services, dedicated student fees, indirect cost recoveries from research and other grants, rentals and charges for use of academic related equipment, etc.

Ledger 4, Fund 145 -- Grants and Contracts: Included in this fund are the grants and contracts received from agencies of the State and Federal governments (including Student Aid funds from the Educational Opportunities Grants), from industry, foundations, and private sources for special activities.
Budgets

Ledger 2, Fund 148 Reminder:

As of July 1, 2012, any salary (including benefits) paid using Ledger 2 funds is subject to a 28% (27.7) Administrative Fee.

Although considered Ledger 2 funds, some indirect funds (grants) are exempt from this fee. Such indirect funds must be maintained in separate budgets.
Cash vs. Budget

“Budget” in goods and services (ledger 1- fund 001) is the actual allotment from the State; no cash is involved.

“Budget” in ledger 2 projects (fund 148) is a FY projection of activity. Cash in a ledger 2 project is the actual fund balance. Ledger 2 projects require reconciliation of both expenses and income vs. the budgeted amounts and actual cash. Budget projects can be adjusted throughout the year via a budget change. If budget allocations are not set high enough to cover the amount you need to spend, transactions can NOT post. Conversely, your ledger 2 budget should not be set so high that you will overspend and not have the cash to cover at end of the fiscal year.

Budgets cannot be moved from one ledger to a different ledger.
Grants and Foundation

• Indirect funds (overhead) to department
  • The amount back to departments can vary by college.
  • Use of these funds has few regulations but are often used for research support, infrastructure, etc.

• Grant budget management
  • Who does it? This varies. Often it is the project PI, sometimes it is done by staff.

• Foundation accounts
  • These funds are quite flexible.
Other Questions About Budgeting

- **When do we get our money?**
  
  Budget allocations are typically made in early fall quarter; although spending can occur starting at the beginning of the fiscal year - July 1.

- **Does our money carry forward?**
  
  You should assume that Ledger 1 funds will NOT carry forward into the next fiscal year. Historically, Ledger 2 funds do carry forward.

- **When do course fees come in?**
  
  When tuition is collected; typically the second week of class.
Ways to Spend

- **Pro-Card**
  - Work closely with pro-card holder
- **Requisitions**
  - Anything not purchasable by pro-card
  - Contracts (e.g. copier and purchased services)
- **Travel Vouchers**
- **Charge Credits (internal purchase)**
  - Computers, software
  - Dining Services
- **Petty Cash** (limit of $100)
Contacts and Links

Budget – Scherry Sinclair - sinclairs@cwu.edu - 963-2305
http://www.cwu.edu/~budget/

Grants – John Ebenal - ebenal@cwu.edu - 963-1966;
Heather Harrell – harrellh@cwu.edu - 963-1988

Foundation – Vicki Dicken; dickenv@cwu.edu - 963-2760

Purchasing – Shellie Snyder; snyders@cwu.edu - 963-1002
http://www.cwu.edu/~purchase/

Travel – Shelley Spencer; spencersh@cwu.edu - 963-1986
http://www.cwu.edu/~acctng/travel_index.html