Mid-Year Budget Adjustments

As JSU continues to experience record enrollment trends, it is important to continue to maintain the highest standards of fiscal prudence to achieve continuous improvement. Therefore, it is imperative that we remain focused on managing the resources entrusted to us, not only from the state but from our students and their families.

As stewards of these funds, we have the responsibility to vet expenditures based on institutional needs. This responsibility includes budgetary decision making. Thoughtful and purposeful program planning are key fiscal operational elements.

The institution is currently on a pathway that fosters a transparent integrated budget approach that spans the planning, development, adoption, and execution of the Strategic Plan.

FY 2023 Mid-Year Update

Revenue Budget
- Estimating Supplemental Appropriation based on Governor's Budget
- Reviewing tuition receipts
- Monitoring grant payments & timely reporting (PI - Person responsible for grant)

2023 SACS Accreditation

Financial Statements

Bond Proforma

Campus Master Plan
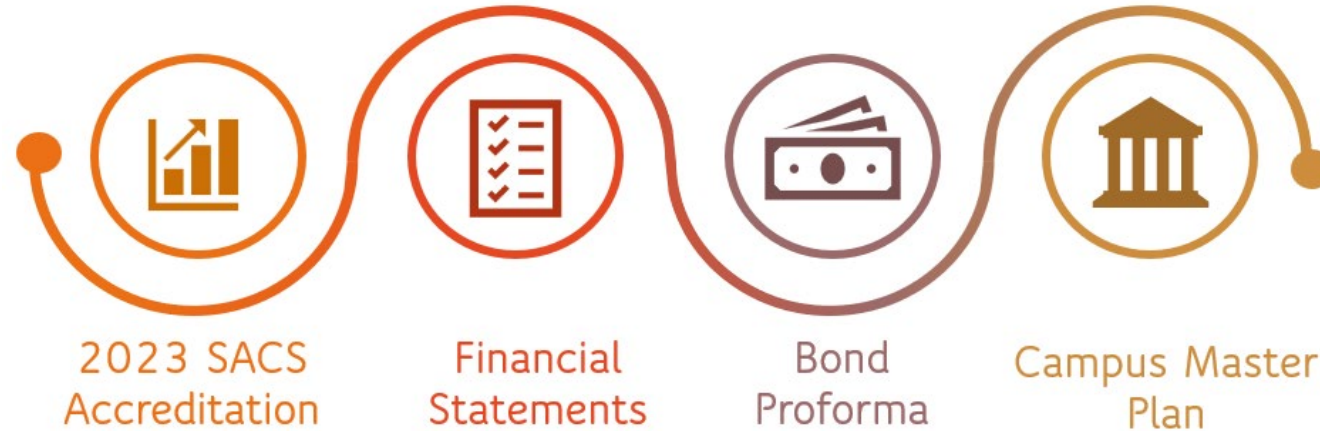
Restoring Cash Balances
- Working to receive the AEMA & FEMA tornado project reimbursements
- Monitoring cash flow viability based on expenditures to meet regulatory requirements
- Organizing work study sessions with internal campus stakeholders to establish a framework to replenish and increase the general unrestricted fund balance
- Encouraging the utilization of existing reserves for one-time expenditures and enhanced a sustainability focus

FY 2023 Mid-Year Update

Message from the Chief Financial Officer

Temporary Hiring Pause Information

Jacksonville State University is implementing a strategic hiring pause through summer 2023. However, ongoing searches to fill critical positions for compliance and instruction will still move forward. During this hiring pause, labor planning will be linked to JSU's Strategic Plan. This is a proactive approach to purposeful restructuring and to ensure alignment of operations and labor expenses— which have been impacted by significant inflation and the pandemic. Job sharing and shadowing are also being implemented over the summer to foster professional development with a renewed focus on succession planning.

As we chart a path forward, business continuity and efficiency remain paramount. Any salary actions needed for reasons other than safety, students, and compliance may be considered on a limited case-by-case basis.   If you feel a position is critical to safety, students, or compliance, the department head or unit manager must follow the guidelines below for requesting an exception.   Again, note that all requests for exceptions will be subject to individual review by the Vice President, and then if the Vice President supports the request, by the Personnel Action Committee (PAC). *Exceptions will not become the rule - please think carefully before requesting an exception. You will receive additional information on the implementation of integrated position budgeting and labor planning solutions in the coming months.*

CDC and CP&F are exempt from the pause.

FY 2023 Mid-Year Update

Budget Amendment Request Form: Non-Labor

- This year JSU is conducting a comprehensive mid-year review to identify any financial situations that have occurred or may be expected to occur prior to the end of the fiscal year, September 30, 2023. The objective of the Mid-Year Review is to perform an analysis of expenditures compared to budget and identify concerns (either favorable or unfavorable) that may have a material impact on the current budget. The scope of the mid-year review will include a comprehensive budget review for all revenue and expenditure activities for the entire campus (all funds).

- Summarize your request at the Account line.

- Forward the form to the Provost or Vice President for review.

- Approved requests will be forwarded to the Budget Committee for consolidation and Cabinet review.

Year-End Preparation

JSU's fiscal year-end of September 30, 2023, is fast approaching, and similar to prior years, we ask for your assistance. These activities help ensure the accuracy and completeness of the institution's financial information. A schedule will be provided that identifies transaction processing deadlines, report availability dates, and other year-end information. All departments are responsible for ensuring the deadlines applicable to their area are met.

A purchase requisition **MUST** be entered with the contract attached for PO processing. No DIRECT PAYS!

Discussion Areas
- FOAP review (line item transfers, encumbrance analysis)
- Review receiving & Confirm Shipping Status
- Timely invoice submission
- Review contractual obligations & terms (payment and end dates)
- Discuss travel plans (virtual conferences, train the trainer, alternate, membership rates)
- Cost trade-offs/Controlled spending
- Jax State Merchandise Purchase
- Grant & Centers (Line Item Appropriation) Budget Meetings
- Budget Manager Review and Banner Access

Invoice Submission

Send	Send invoices to Accounts Payable accountspayable@jsu.edu
Submit	Submit PDF invoices with the file labeled Vendor_PO# (ex. Sodexo P0090340)
Add	Add the PO# to the invoice PDF if not already on the document. Also, include the PO# in the Subject Line of the email.

- Open POs should be reviewed determine funding availability on the PO.

- POs and Change Orders/Amendments should be tracked through approval queues to completion.

FY23 Year End Deadlines

Please see the Finance & Administration email with additional information.

Dates are subject to change. ➡️

1. Purchasing will be open until ***September 7.*** Please plan purchasing needs and review encumbrances in your budget.

2. Items RECEIVED after **September 29, 2023**, will be expensed against FY24 fiscal year. If there are items in route, but not yet received on September 29, the item will be charged to FY24.

3. *September 29 - Deadlines*
   - *No POs will be rolled to the new fiscal year*. All 'E' docs – encumbrances will be closed. All completed but unapproved reqs will be closed.
   - Cash Receipts will close at 2:00PM
   - Accounts Payable invoice must be sent by noon
   - Chrome River Travel must be completed by noon

4. You will be notified when the system re-opens in FY24 – approximately October 9, 2023.

Transaction Processing

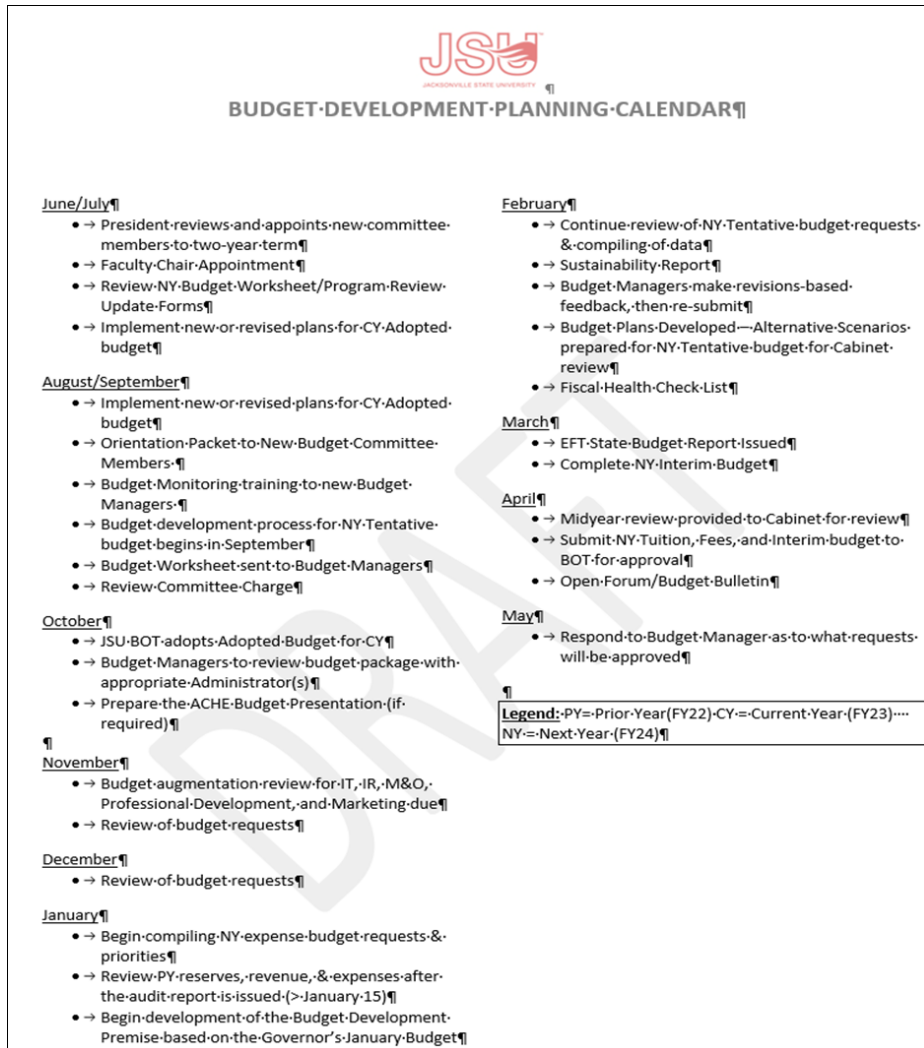## NON-LABOR EXPENDITURES –FY23

For POs that have been received without an invoice:

- Please obtain the invoice from the vendor- items received in FY23 must be paid with FY23 funds. Must be sent to Accounts Payable on or before **October 10**.

- If no invoice is available, scan your receiving copy of the PO to AP and write "accrual" and forward to accountspayable@jsu.edu.

- Email a list of PREPAYS for items paid in FY23 for FY24 service or travel to accountspayable@jsu.edu providing the traveler's/vendors name, amount and the FOAP.

- Grant/Contract funds should plan to ensure Period of Performance and reporting deadlines are met.

NON-LABOR BUDGET & EXPENDITURE

- Banner Self Service – You will be notified when the system re-opens.

- Departments will need to enter new Requisitions for the new fiscal year. (PO's will not roll over except CP&F and IT for multi-year capital projects)

- **For any Requisition > $5,000**:

  - Make sure to get a disclosure statement. AP will only accept e-mail copies of the notarized statements, as long as you can verify the notary stamp.

Budget Development

https://www.jsu.edu/controller/budget/

- The University's budget development process is under the direction of Finance & Administration with collaboration with the Budget Committee. The process takes place over a year-long period beginning in the fall and culminates in summer of the following year with approval of the final plan by the Board of Trustees – Planning and Budgeting Policy IV:09.

- Finance & Administration supports financial reporting and analysis, and supports the campus community by providing budget instructions, budget building tools, and annual training sessions for budget managers.

- University budget managers are responsible for preparing and submitting an annual operating budget proposal.

- *University budget managers have fiduciary responsibility for managing budgets, receipts and expenditures for departments, and for ensuring that financial resources are used in the best interest of the University and in accordance with all applicable JSU policies and procedures.*

Budget Committee Members

Name	Subcommittee	Department	Name	Subcommittee	Department
Lyon, David	Revenue	Controller	Harmon, Arlitha (Co-Chair)	Both	Finance & Administration
Overton, Reggie	Revenue	Faculty Senate President or Designee	Hearn, Mark (Co-Chair)	Expense	Business and Industry
Hoult, Kevin	Expense	Business Services	Nash, Bill	Revenue	University Development
Lyon, Brooke	Expense	Housing & Residence Life	Bonds, Greg	Both	Athletics
Newton, Maureen	Revenue	Social & Behavioral Sciences	Lindblom, Tim	Revenue	Science and Mathematic
Wiggins, Jessica (Revenue)	Revenue	AVP Enrollment Management	Robinson, Joshua (Expense)	Both	Dean of Students
Thatch, Tierra	Revenue	SGA	Johnson, Kristin	Expense	Information Technology
Hunt, Denise	Expense	Procurement & Fixed Assets	Gaddy, Tori	Revenue	Resource – Registrar
			Cole, Charlotte	Revenue	Resource – Financial Aid
			Wudarczyk, Allice	Revenue	Resource – Student Accounts

Composition
- Advancement -1
- Athletics -1
- Auxiliary – 1
- Deans – 2
- Enrollment -1
- Faculty Senate -1
- Graduate -1
- Finance & Administration -3
- Housing – 1
- IT -1
- Student Affairs - 1
- Student (SGA) -1

Committee Charge: The Budget Committee (BC) is an advisory committee under the co-leadership of the Senior Vice President of Finance & Administration and an appointed faculty member. All committee members are appointed by the President and include student government representatives, faculty, and administrators. The committee develops tuition recommendations and participates in the integrated budgeting development process.

Committee Function

- Update and follow established Budget Planning Processes.
- Review process and procedures to make recommendations on the development of the budget.
- Review institutional priorities, including JSU Policies, Strategic Plan, and Program Reviews to foster integrated planning and resource allocation
- Collect budget requests and prioritize recommendations for submission to the President's Cabinet.
- Understand Accreditation Standards to ensure that the budget development process complies with the SACSCOC Accreditation Standard *Section 13: Financial and Physical Resources*

Have A Question?

- Accounts Payable – accountspayable@jsu.edu

- Controller – controller@jsu.edu

- Procurement – purchasing@jsu.edu

- Payroll – payroll@jsu.edu

- Student Accounts – studentaccounts@jsu.edu

Additional Training

Fiscal Year End Training

Entering A New Encumbrance

Entering New Requisitions