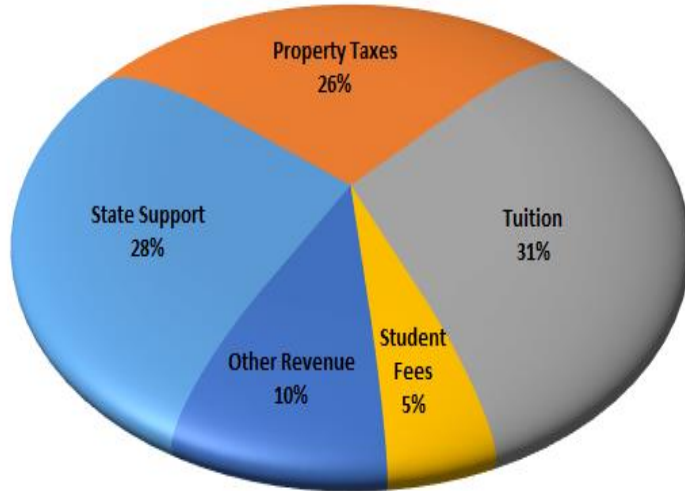


Budget Basics

Fund I Resources Proposed
Budget FY20



As **STEWARDS** of **PUBLIC FUNDS**, Lane Community College works to ensure **responsible** use of taxpayer and tuition dollars to achieve its mission and long term fiscal stability.

What is a Budget?

- A financial plan and allocation of limited resources
- Based on estimates of revenue & expenditures and other requirements
- The budget is the basis for appropriations, which create the authority to spend public money

Balanced Budget: Revenues = Expenses



The Budget is prepared by funds, organizational units, accounts & programs

Fund	Account	Program
Fund I: General Fund	4% revenue accounts	1% instruction
Fund IX: Administratively Restricted	5% personnel accounts	2% instructional support
Fund II: Internal Services	6% M&S accounts	3% student services
Fund III: Debt Service	7% capital accounts	4% community services
Fund IV: Capital Projects	9% transfer accounts	5% college support services
Fund V: Financial Aid		6% plant operations
Fund VI: Enterprise		7% plant additions
Fund VIII: Special Revenue (grants)		8% financial aid 9% contingency

Account Roll Ups - Revenue

440000 - Fees (Includes Instructional Mandatory and Non-Mandatory Fees)

460000 - Other Fees and Charges

472000 - Net Working Capital

480000 - Sales of Goods and Services

494000 - Other Revenue (Includes **495210** - Revenue from Foundation)

Personnel Accounts

510200 - Administration

520300 - Classified Unit Employee (Contracted)

521000 - Classified Unit Overtime

530400 - Classified Non-Unit Employee (Part-Time)

530700 - Classified Non-Unit Aides

540500 - Faculty Unit Employees

540800 - Faculty Unit Overload

550600 - P/T Credit Instructors

570100 - Student Employees

571900 - Internet Stipend

591900 - OPE (FY 19-20 OPE rates are - .64 for Contracted and .38 for P/T)

Account Roll Ups - Expenditures

610000 - Operational Supplies

612000 - M&S from Lane Internal Services (Includes P&G charges)

614000 - Staff Travel

621500 - Hold for Allocation

Transfer accounts start with 9, for example **912000 - Transfer Out**

<https://www.lanecc.edu/sites/default/files/budget/accts.pdf>

Programs by Functions

- Instruction- **starts with 1**

Expenditures are for all activities that are part of the college's instructional programs including expenditures for departmental administrators and their support.

- Instructional Support - **starts with 2**

Expenditures are for activities carried out primarily to provide support services that are an integral part of the college's instructional programs.

- Student Services - **starts with 3**

Expenditures are for admissions, registration, recordkeeping and other activities when the primary purpose is to contribute to students' well-being and development outside the context of their formal instructional program.

Programs by Functions continued

- Community Services - **starts with 4**

Expenditures are for activities established primarily to provide non-instructional services to groups external to the college. One such activity involves making the various resources and unique capabilities that exist within the college available to the public.

- College Support Services - **starts with 5**

Expenditures are for activities whose primary purpose is to provide operational support for the ongoing operation of the college excluding physical plant operations. Expenses include executive management, fiscal operations, administrative and logistical services and community relations.

Programs by Functions continued

- Plant Operations and Maintenance - **starts with 6**
Expenditures are for the operation and maintenance of the physical plant. It includes services related to campus grounds and facilities, utilities and property insurance.
- Plant Additions - **starts with 7**
Expenditures are for land, land improvement, buildings and major remodeling or renovation that is not a part of normal plant operation and maintenance.
- Financial Aid - **starts with 8**
Expenditures are for loans, grants and trainee stipends to enrolled students. Student fee remissions are also included in this expense function.

Programs by Functions continued

Contingency - **starts with 9**

A budget account (not for expenditures) to provide for contingencies and unanticipated items or to hold funds for future distribution. This function may also be used to provide expenditure authority for obligations created but not expended in previous years.

Expenses posted in a wrong PROGRAM must be reclassified

Example: 111100 - 201100 - 611100 - 810000

Budget Office FOAP cannot have expenditures in Financial Aid program



Monitoring your Budget in Express Lane

Creating a Budget query: select your data

Select the Operating Ledger Data columns to display on the report.

<input checked="" type="checkbox"/>	Adopted Budget	<input checked="" type="checkbox"/>	Year to Date
<input type="checkbox"/>	Budget Adjustment	<input type="checkbox"/>	Encumbrances
<input type="checkbox"/>	Adjusted Budget	<input type="checkbox"/>	Reservations
<input type="checkbox"/>	Temporary Budget	<input type="checkbox"/>	Commitments
<input checked="" type="checkbox"/>	Accounted Budget	<input checked="" type="checkbox"/>	Available Balance

Save Query as:

Shared

Continue

Fiscal year:	2019 ▾	Fiscal period:	14 ▾
Comparison Fiscal year:	None ▾	Comparison Fiscal period:	None ▾
Commitment Type:	All ▾		
Chart of Accounts	L	Index	<input type="text"/>
Fund	111100	Activity	<input type="text"/>
Organization	201100	Location	<input type="text"/>
Grant	<input type="text"/>	Fund Type	<input type="text"/>
Account	6%	Account Type	<input type="text"/>
Program	%		

Include Revenue Accounts

Save Query as:

Shared

Submit Query

Review Query

Chart of Accounts	L Lane Community College	Commitment Type	All
Fund	111100 General Fund	Program	%
Organization	201100 Budget Services Administration	Activity	All
Account	6%	Location	All

Query Results

Account	Account Title	Program	FY19/PD14 Adopted Budget	FY19/PD14 Accounted Budget	FY19/PD14 Year to Date	FY19/PD14 Available Balance
610000	Operational Supplies	510000	17,500.00	1,800.00	0.00	1,800.00
610200	General Materials & Supplies	510000	0.00	9,462.00	3,301.44	6,160.56
610300	Advertising	510000	0.00	1,000.00	145.00	855.00
612100	M&S from Lane Printing & Graphics	510000	0.00	1,800.00	25.00	1,775.00
614200	Routine Staff Travel	510000	0.00	2,500.00	426.76	2,073.24
619100	Equipment Rental & Lease	510000	0.00	408.00	407.90	0.10
619300	Telephone	510000	0.00	530.00	507.77	22.23
Report Total (of all records)			17,500.00	17,500.00	4,813.87	12,686.13

[Download All Ledger Columns](#)
[Download Selected Ledger Columns](#)
[View Payroll Expense Detail](#)

Download your query to Excel

Budget Transfers vs Journal Entries

- A budget transfer moves budget - anyone who is authorized to monitor and reallocate budgets within a department can initiate a budget transfer. Use Express Lane to move budget amounts between orgs/accounts within the same fund
- A journal entry moves actual expenditures - ICO is submitted to College Finance (JE16 for Grant accounts) to correct errors or to distribute expenditures between departments

Budgets that can be transferred:

- M&S budgets (accounts start with 6)
- PT personnel (accounts start with 530xxx, 550xxx, 570xxx) (with caution)
- Please remember to calculate OPE at a PT (.38) or student worker (.10) rate

Budgets that CAN'T be transferred:

- Contracted personnel (accounts start with 5102xx, 5203xx, 5405xx)
- Revenue accounts
- Transfers In/Out
- Transfer between different funds, i.e. from 111100 to 213000
- Grant budgets (submitted to college finance)

Multiple Line Budget Transfer Template in Express Lane

Transaction Date 21 JUN 2019
Journal Type BXN8 (Temp Budget Adjust - No Fund 8)
Document Amount

#	Chart	Index	Fund	Organization	Account	Program	Activity	Location	Amount	D/C
1										-
2										+
3										+
4										+
5										+














Description Budget Period 01

Save as Template
 Shared
Complete

Hit Complete ONCE. Submit amounts without cents (whole numbers only)

Budget Reports in Argos










Select your report

Name 	
 	ALL Departments Financials
 	Department Financials
 	Department Financials - no acct description
 	Department Financials by FSPD
 	Health Clinic
 	YTD Subfund Balances



Enter Search String...  [Search](#)

[Explorer](#) [Shortcuts](#) [Recent](#)

-  Bond Reports
-  Budget Reports
-  CAFR
-  Check Registers
-  Daily Balance and Edit Reports
-  Department Financials
-  Fiscal Year End
-  FOAP Hierarchies
-  General Ledger
-  Grants

Select Parameters

Select fsyr(s) and fspd; then press the "List Choices" button. Choose your dept, subfunds, and progs.

Press one the "Revenue/Expense" buttons or the "Personnel" button to run the query.

COAS*:

L ▾

FSYR*

2019-20 ▾

*Multiples OK

2018-19

2017-18

2016-17

2015-16

2014-15

2013-14

2012-13

FSPD*:

14

*Limit One; Use 14 for entire year.

01

02

03

04

05

06

07

08

09

10

11

12

Amounts displayed will be YTD for the period you select.

List Choices

Revenue / Expense by AUnit

Revenue / Expense by Dept

Personnel by AUnit

Personnel by Dept

DEPARTMENT FINANCIALS - Parameters

DEPT	TITLE (*Limit One)
505000	Academic Learning Skills
320000	Academic Technology Division
506000	Adult Basic & Secondary Education
611000	Advanced Technologies Dept
621000	Arts Department
620100	Arts Division Administration
678000	Athletics
613000	Aviation Academy
205000	Bookstore
202200	Budget Office
631000	Business
480000	Business Development Center
540300	Center for Accessible Resources
451000	Center for Meeting & Learning
202100	Chief Finance Officer
546000	Child and Family Education
215000	College Finance
201000	College Services Office
641000	Computer Information Technology
451001	Conference & Culinary Svs Admin
420000	Continuing Education
510000	Cooperative Education
430000	Cottage Grove Center
452000	Culinary Arts & Hospitality
490000	Customized Training
509100	Downtown Housing
672000	Employee Wellness Program
507000	English as a Second Language
415005	Extended Learning
220000	Facilities Mgmt & Planning
440000	Florence Center
453000	Foodservices
671000	Health & PE
540200	Health Clinic
661000	Health Professions
510200	High School Connections
150000	Human Resources
310000	Information Technology
410000	Inst. Research - Assessmnt & Plngg
250000	Institute for Sustainable Practices

67 items, 1 selected

SUBFUND	TITLE (*Multiples OK)
890031	OSBDCN Program Income NWC data e...
890054	Senior Companion Program NWC
890061	LFC Match 6-XX(1)
890141	EL/Civics Program Income 6-11
910001	Contingency Fund
911000	KLCC Quasi Endowment
921000	Athletics
921100	ASLCC - Student Life Administration
921101	ASLCC - Native American Strdtg Prg
921102	ASLCC - Student Programs
921103	ASLCC - Legal Services
921105	ASLCC - Black Student Union
921106	ASLCC - Asian Student Assoc
921107	ASLCC - OSPiRG
921108	ASLCC - Oregon Student Assoc
921109	ASLCC - Longhouse
921110	ASLCC - Learning Garden
921111	ASLCC - Military/Vet Center
921112	ASLCC - MeCHA de LCC
921113	ASLCC - Gender & Sexuality Alliance
921200	Health Clinic
921500	The Torch
921600	Womens Program
921800	Student Production Association
922000	Flight Technology
922500	Child Development Center
923000	Student Restaurant
923500	Specialized Employment Services
924000	KLCC
925000	Mechanical Services
925100	Ad Basic & Secondary Ed
925510	Continuing Education
925520	Continuing Ed - Cottage Grove
925530	Continuing Ed - Florence
926000	Business & Industry Services
926001	Regional Technical Education Center
926400	Academic Technology Income & Fees
926500	Technology Fund
926600	Transportation Fund
929999	Reserve for PERS Changes

227 items, 1 selected

PROG	DESCRIPTION (*Multiples OK)
%	All Programs in This List
000000	Non-Program
001100	Non-Departmental Revenue
111000	Lower Division Trans/Gen Academic
112000	Professional Technical
113000	Developmental Education - Credit
120100	Professional Technical - Non-Credit
121000	Developmental Education Non-Credit
122000	Other Reimbursable Instruction
123000	Non-reimbursable
150000	Instructional Grants
180000	Instructional Transfers
210000	Instructional Support
250000	Instructional Support Grants
280000	Instructional Support Transfers
310000	Student Services
350000	Student Services Grants
380000	Student Services Transfers
410000	Community Services
450000	Community Services Grants
480000	Community Services Transfers
510000	College Support Services
510010	LASR
550000	College Support Services Grants
580000	College Support Services Transfers
610000	Physical Plant Opts
650000	Physical Plant Opts Grants
680000	Physical Plant Opts Transfers
710000	Planning Projects
720000	Maintenance
730000	New Construction
740000	Remodel
750000	Plant Additions Grants
780000	Plant Additions Transfers
810000	Financial Aid
880000	Financial Aid Transfer
910000	Debt Service
970000	Debt Service Transfers
981000	Contingency
991000	Agency Funds

40 items, 1 selected

Report Options

- Revenue/Expense by AUnit

Presents financial data organized by Activity Unit (organization level 6 in Banner)

- Revenue/Expense by Department

Presents financial data organized by Department

- Personnel by AUnit

Presents staffing data organized by Activity Unit

- Personnel by Department

Presents staffing data organized by Department

Run the Report

Measures			Dimensions			OLAP Saved Settings			
						TITLE	DEPARTMENT FINANCIALS - Rev/Exp by Activity Unit		
						DEPT	202200 - Budget Office		
						FSYR	2019		
						FSPD	14		
CATEGORY1	AUNIT	CATEGORY2	CATEGORY3	SUB CATE...	ACTUAL FOAP	ACCT DESCRIP...	YTD BGT	YTD ACTUAL	YTD HR FTE
							Value	Value	Value
Operating Income	201100 - Budget Servi	Expense	Oper. Exp.	61 - Personnel Service	111100-201100-51020	Administrators Salaries	-84,501	-77,459	0.92
					111100-201100-52030	Classified Unit Employees	-38,772	-33,739	0.67
					111100-201100-59190	OPE Allocated	-80,127	-72,279	0.00
					Subtotal by 61 - Personnel Services		-203,400	-183,477	1.59
				71 - Materials and Ser	111100-201100-61000	Operational Supplies	-1,800	0	0.00
					111100-201100-61020	General Materials & Suppli	-9,462	-3,301	0.00
					111100-201100-61030	Advertising	-1,000	-145	0.00
					111100-201100-61210	M&S from Lane Printing &	-1,800	-25	0.00
					111100-201100-61420	Routine Staff Travel	-2,500	-427	0.00
					111100-201100-61910	Equipment Rental & Lease	-408	-408	0.00
					111100-201100-61930	Telephone	-530	-508	0.00
					Subtotal by 71 - Materials and Services		-17,500	-4,814	0.00
					Subtotal by Oper. Exp.		-220,900	-188,290	1.59
Total by Columns							-220,900	-188,290	1.59

Download your report to Excel

Additional Department Financial Reports

Department Financials – no acct description

Same content as department financials, without account description field

Department Financials by FSPD

Same content as department financials, but amounts for each fiscal period are presented in columns. Only one year may be selected at a time

YTD Subfund Balances

Shows annual revenue and expenditures, to include cumulative fund balances by subfund. This is a useful report for ICP and enterprise funds.

Understanding ICOs

A Journal Entry moves actual expenditures and/or revenue - ICO is submitted to College Finance (JE16 for Grant accounts) to correct errors or to distribute expenditures between departments.

Tips from College Finance when submitting an ICO:

- Attach a backup from Express Lane or Banner showing the original charge
- Use an actual account and not a budget account
- Make sure the FOAP you are charging is not NSF
- You can submit multiple FOAPs for correction on one ICO form
- You can write "Incorrect" and "Correct FOAP" if you are not sure if the FOAP is to "Charge" or to "Credit"

Understanding PAFs

PAF - Personnel Action Form, used for documenting and approving employee actions.

Tips from HR on how to fill out a PAF:

- Top of a form has a header to put your name and extension in case we have questions
- Enter Last, First names, Middle initial and L Number
- Position number and suffix
- Payroll FOAP (if making changes to the FOAP then this needs to be the new FOAP/s showing the percentage going to each)
- Beginning date for new hires is the employee start date, if it is a FOAP change then it is the beginning of the pay period, either the 1st or 16th of the month
- Timesheet ORG is the ORG that the timesheet goes to in ExpressLane so it is under the appropriate department approvals for that position and it is the ORG where the budget position budget is.
- E-CLS is C1,C2,C3, C4 etc.
- Job Class is the code for the class title, such as C14041 is and Admin Coordinator Full time
- Table is the salary schedule or table that you are paying from (Classified Contracted, Hourly, etc)

Understanding PAFs

Continues

- Grade is the payroll level, Step is the payroll step
- Hourly rate is the rate based on the level and step placement
- Annual Salary comes from the salary schedule (<https://www.lanecc.edu/hr/payroll>)
- Appt % is 100 for full time, or a percentage for less than full time, Assigned Salary is gross bi-weekly salary from the salary schedule
- Hours per pay for full time is 86.67, Number of Pay periods is 24 for full time
- In the comments section please list why the PAF is being submitted, such as “FOAP change” or “New hire” or “Terminate position”
- If you have any questions please reach out to HR, contact information can be found here <https://www.lanecc.edu/hr/human-resources-staff>

Understanding Payroll Journal Entries

To correct Payroll charges posting in a wrong FOAP, submit a Payroll JE to HR, attach a backup documentation, if needed update PAF.



Journal Entry

ID:	LXXXXXXXX	Name:	First Last
		Department:	Human resources

Pay ID:	SM	Begin Year:	2019	Pay No:	14	Begin Date:	07/01/19
		End Year:	2019	Pay No:	16	End Date:	08/15/19

Position/Suffix No:	CXXXXX
Gross Wages to redistribute: Note: Do not include OPE in Gross Wages	\$1.452
Incorrect Labor Distribution: Note: Include entire FOAP	111100 XXXXXX 520300 XXXXXX
Correct Labor Distribution: Note: Include entire FOAP	925000 XXXXXX 520300 XXXXXX

Budget Authority:		Date:	
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College Finance Use Only:

Grant Accountant:		Date:	
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Human Resources Use Only:

Posting Date:	
Processed By:	

Trivia questions

- What is a budget? (A financial plan based on estimates of revenue & expenses)
- What is a FOAP (Fund, Org., Account, Program)
- What does a budget transfer do? (Moves budget)
- Where do I submit an ICO? (College Finance)
- Where do I submit a budget transfer? (Express Lane, Banner)
- What budgets can I transfer? List all that apply (M&S budgets, PT budgets (with caution) and PT OPE)
- What budgets can't I transfer? (FT personnel, revenue accounts, transfer and/transfer out accounts)
- True or False – I can move budgets from Fund 1 to Fund 9 (False)
- What does NWC mean? (Net Working Capital or Carryover)
- True or False – I can pay an invoice out of revenue account? (False)
- What is Balanced Budget? (Total resources equal total expenditures)
- Which tools can I use to monitor and review my budgets? (Express Lane, Argos, Banner, Financial reports from the Budget office)