

# USG Budget Issues Committee Notes

Georgia Gwinnett College

June 22, 2017

Present: Rai Sookram (KSU), Liz Baker (UWG), Donell Nixon (GGC), Jeanne Ricketson (AU), Ken McCollum (UGA), Steve Head (GT), Josefina Enders (GCSU), Marion Ryant (ASU), Melanie White (CSU), and Tracie Dixon (USG)

Absent: Connie Clark (GSU), Diane Owens (SGSC), Teresa James (DSC)

## Call to Order:

The meeting was called to order by Melanie White at 10:05 am. A big thank you was extended to Donell for the hosting us at Georgia Gwinnett College.

## 3<sup>rd</sup> Quarter Minutes:

The minutes from the last meeting were approved.

## Elective Fees and Special Charges Form:

The committee reviewed the Elective Fees and Special Charges form which was emailed to committee members on June 15. The changes to the form from our prior meeting consists of:

- Part 1-(b) note was edited to include “with the exception of laboratory and supplemental course fees.”
- Item numbers 5, 6, & 7 at the bottom of Part 2 were moved from Part 1.
- Fee assessment and collection has been moved to Part 1, item 1 above statement of justification.

Additionally, a narrative defining the fees was reviewed.

## Quarterly Reporting:

Changes to the Quarterly Actuals Reporting form were discussed. The USG asked for new ideas for calculating the variance. The committee recommended:

- Calculating the variance on prior year actuals to current year actuals versus reporting on projections to actuals
- Use the amended budget for each quarter not the quarterly projection.
- Provide prior year (budget and actuals) for comparison

The revised form column headings are:

Quarterly Financial Reporting Form									
BOR Provides	Institution Provides**	Formula	Institution Provides	BOR Provides	BOR Provides	Institution Provides	Formula	Institution Provides	
Prior Fiscal Year's Data			Current Fiscal Year's Budget Data			Current Fiscal Year's Actuals Data			
Budgetary Compliance System Data	Quarterly Reporting System Data	% of Budget	Encumbrances	Amendment System Data		FY 2017	FY 2017	Encumbrances	Variances
Final Budget (PRIOR YEAR)	Second Quarter (PRIOR YEAR)		Prior Year	Original Budget	Second Quarter	Second Quarter (CURRENT YEAR)	Second Quarter	To Date	
(PRIOR YEAR)	Cumulative Actuals					Cumulative Actuals	% of Budget		\$ Amount

**Budget Development Module – Schedule G:**

The committee recommended removing the words “with Permanent Changes” from the first column of numbers which show the Original Budget on Schedule G. The original budget by definition would not include any permanent amendments.

**New Topics to Address:**

Several conversations occurred with topics to be refined at our next meeting.

Meeting Adjourned