



MEMORANDUM

TO: Senior & Regional Campuses and the School of Medicine
FROM: Leslie Brunelli
DATE: July 12, 2010
RE: Budget Execution – FY2011

Beginning last week the Budget Office began uploading BD's to the system for all "A" funds for the campuses. Once the base budget is loaded, no additional BD's will be loaded in July. Beginning in August campuses may send budget transfers via the BD entry tool available through the Accounting Services Intranet at: <https://image.admin.sc.edu/GLEntry.php> If you prefer, you may still submit the Excel BD form, but I encourage you to try the BD entry tool. If you have used the JE and/or RQ entry, you will find that it works the same way. If you have questions about the BD system – need help setting it up, entering a BD and submitting, please contact Susie Vitaris or Ralph Summer. Ralph Summer will continue to be the budget analyst for all the system campuses.

As in FY2010 budget transfers will be accepted between the 5th and 20th of each month. Budget transfers should be kept to a minimum, but are allowed as needed by each campus. This will allow you to assess your budget plan in relationship to the actual financial transactions that occur as your campus progresses through the fiscal year. The variance analysis of budget to actual will assist in budget forecast reporting as well as measuring the progress toward achieving the objectives established by the University and your campus. The Budget Office will prepare a responsibility-level variance analysis of all units after the fourth post-close of the FY2010 year. Further analysis of actual financial performance compared to the BOT document submission will also be provided.

Since there is no pay package, we expect the state appropriations to match your budget once loaded. Unfortunately the economic outlook remains bleak and we need to be prepared for additional budget reductions. It will be critical that all campuses monitor fund balances as well as enrollment and tuition. In late August we will provide detail of your "E" fund balances and update you periodically with unrestricted and restricted current fund balances throughout the post-close. The Controller's Office and I will monitor the operating cash balances of the campuses as well.

If you have any questions, please contact me or Ralph.