Budget 101 Training

Back to Basics Summer Conference
Budget Office Team
July 10-11, 2025

NORTH CAROLINA AGRICULTURAL AND TECHNICAL STATE UNIVERSITY

Budget and Planning Organizational Chart

Virginia Teachey
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Business and Finance

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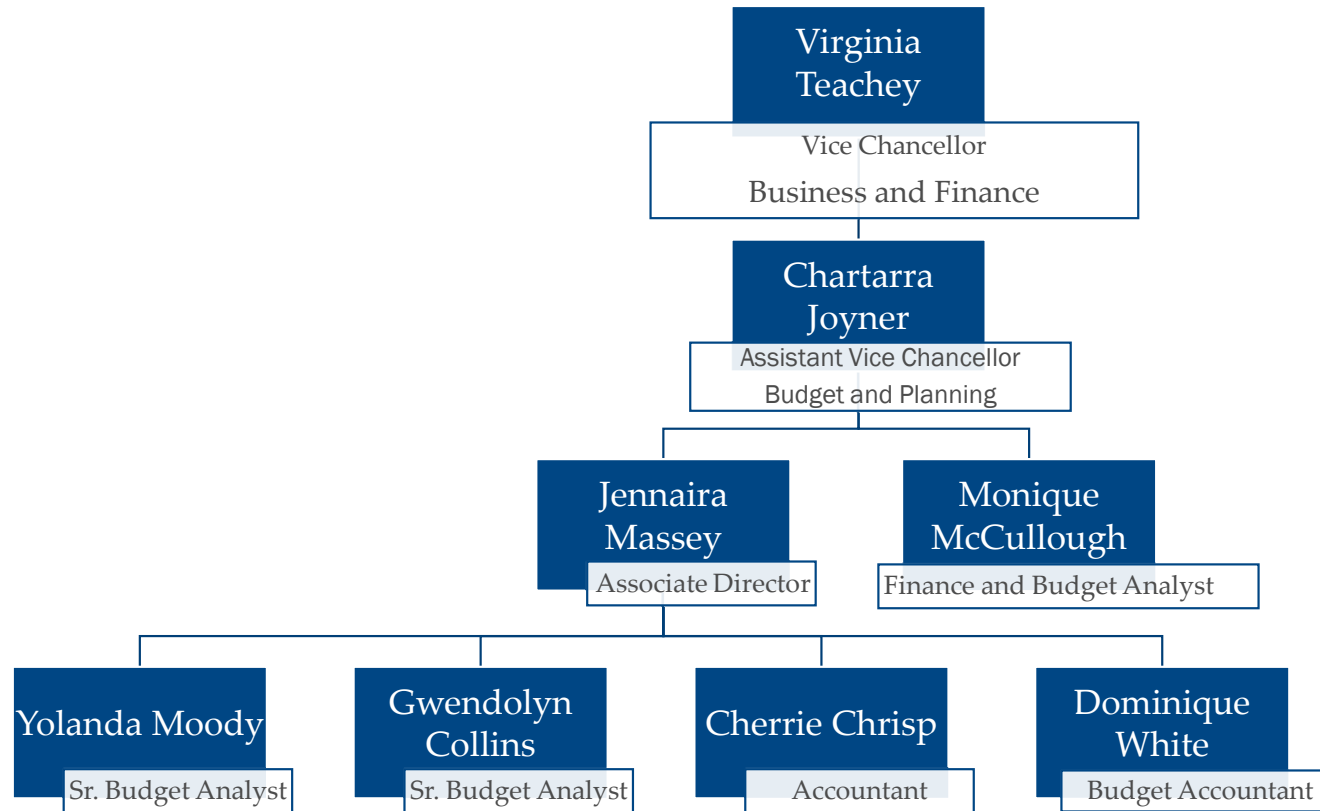
Budget 101

Learning Objectives:

Objectives

1. *Gain insight into the State of North Carolina's budget process*
2. *Learn about the different funding sources ("Colors of Money")*
3. *Understand the process and basics of university budgeting*
4. *Understand Fund Purpose Codes and their use*
5. *Managing your Budget*
   a. *Understanding your budgets and navigation in Banner (Admin Pages)*
   b. *Budget Availability*
   c. *Understanding Budget Revisions*
6. *Know where to find resources and who to contact for help*

Budget Office Mission

Mission

The mission of Budget and Planning is to provide the highest level of quality and support for preparation, implementation and control of North Carolina A&T's strategic planning and budgeting processes. We take responsibility for ensuring compliance with approved university budgets by pursuing process excellence and continuous improvement in our daily operations. We maintain a student focused customer service orientated working environment -- both internal and external to our department -- that is conducive to mutual respect, professional growth, intellectual creativity and productivity.

Responsibilities:

1. Facilitating and overseeing the operating budget development process
2. Forecasting revenues and expenditures
3. Providing analysis and ad-hoc reports as needed

Objective 1:

Gain insight into the State of North Carolina's budget process

What is a Budget?

- Financial management *plan* for meeting probable revenues and expenses for a given period
- Helps *align* resources with strategic goals
- Serves as a *control mechanism* to match anticipated and actual revenue and expenditures
- Mechanism to *keep expenditures within the budget* established for the operation
- Ensures *compliance* with state and federal regulations

NORTH CAROLINA AGRICULTURAL AND TECHNICAL STATE UNIVERSITY

THE UNIVERSITY OF NORTH CAROLINA SYSTEM

State of NC Budget

Biennial Budget

The state operates on a biennial budget, which means our state budget covers two fiscal years. Adjustments can be made to the budget for the second year. North Carolina's state fiscal year begins July 1 and ends June 30 of the following calendar year. For example, the fiscal year 2025-26 begins July 1, 2025, and ends June 30, 2026. The FY25-27 Biennium begins July 01, 2025.

Continuation/Adjustments

Purpose: Provides general operating funds (state) for each year of the biennium to continue the **existing**, authorized level of services.

Timelines: Developed in even numbered years (August – October)

Guidance: Office of State Budget & Management (OSBM) – July / August
UNC System Office– August / September

Due Dates: To OSBM (October xx) (exact dates vary)   To UNC-GA (October xx)

Type of Funding: State

What's Authorized in Request? Inflationary increase to specific line items, personnel-related items, equipment replacement, specific non-recurring items, building reserves.

Expansion

Purpose: Provides for **expansion** of existing programs, new programs, and salary increases and/or benefits for faculty and state employees, to include:
      - New or Pilot programs
      - Continued phase-in of new programs initiated in a previous biennium,
      - One-time major equipment purchases

Timelines: Developed in even-numbered years (August – September)

Guidance: UNC-General Administration – August

Due Dates: To UNC-GA (September) (exact dates vary)
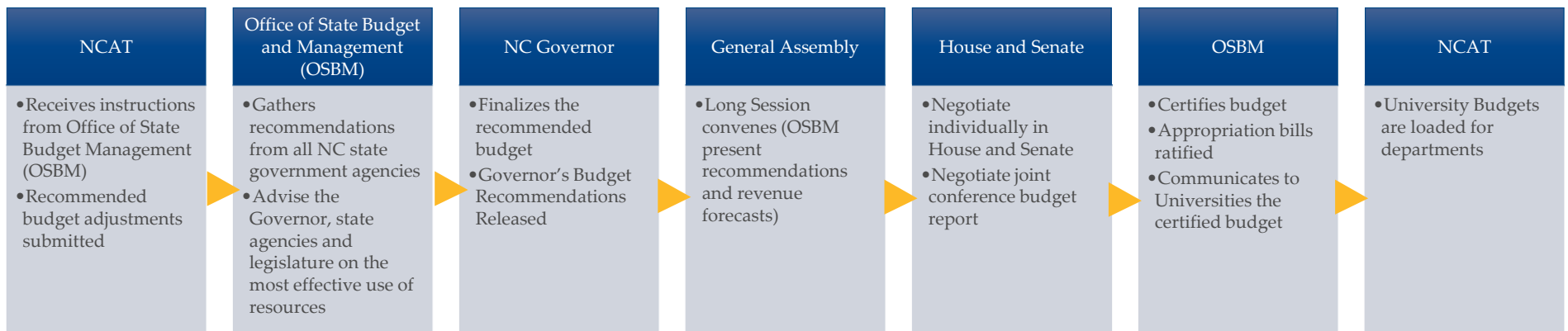
Type of Funding: State

What's Authorized in Request? Varies depending on what the current financial picture is in the state. Must be programmatic in nature and support the strategic goals of the UNC-system.

NORTH CAROLINA AGRICULTURAL AND TECHNICAL STATE UNIVERSITY

Understanding the State Budget Process

NC Biennium Process

NCAT	Office of State Budget and Management (OSBM)	NC Governor	General Assembly	House and Senate	OSBM	NCAT
•Receives instructions from Office of State Budget Management (OSBM) •Recommended budget adjustments submitted	•Gathers recommendations from all NC state government agencies •Advise the Governor, state agencies and legislature on the most effective use of resources	•Finalizes the recommended budget •Governor's Budget Recommendations Released	•Long Session convenes (OSBM present recommendations and revenue forecasts)	•Negotiate individually in House and Senate •Negotiate joint conference budget report	•Certifies budget •Appropriation bills ratified •Communicates to Universities the certified budget	•University Budgets are loaded for departments

Objective 2:

Learn about the different funding sources ("Colors of Money")

NORTH CAROLINA AGRICULTURAL AND TECHNICAL STATE UNIVERSITY

Colors of Money

Universities operate like nonprofit organizations with missions in the fields of instruction, research, and public service.

The different constituencies that fund universities have special interests in the ways the funds are used. These include federal, state, and local governments, commercial organizations, individual donors, and bondholders.

Because of these different interests, each fund type has unique restrictions to reflect these priorities.

Universities also have unique obligations for accounting and financial reporting according to the sources of funds received and their subsequent uses rather than to report net income to investors.

Each type of fund has specific revenue sources and intended uses.

← Legal Entity →   ← Legal Entities →

Colors of Money

General Fund
(NC G.S. §116-36.1)

Institutional Trust Funds
(NC G.S. §116-36.1)

Foundations and Associated Entities

Sources
- State Appropriation
- Tuition

Uses
- Instruction
- Financial Aid
- Academic & Institutional Administration

Sources
- Sponsored Programs
- Endowments
- User Fees

Uses
- Research
- Financial Aid
- Scholarships
- Auxiliaries
  - ○ Housing
  - ○ Dining

Sources
- Private Gifts
- Endowments

Uses
- Intended Purpose of the Foundation
- Designated Purpose of the Gift (ex. Athletic Scholarships)

NORTH CAROLINA AGRICULTURAL AND TECHNICAL STATE UNIVERSITY

Types of Budgets

Auxiliary/ Institutional Trust Funds

State (General Fund)

Foundation and Endowment Funds

Overhead

Contracts And Grants

Capital Funds

Objective 3:

Understand the process and basics of university budgeting

NC A&T Budget Timeline

July

- State and Auxiliary Departmental Budgets uploaded

September

- Overhead PI Allocations loaded
- Tuition and Fee Committee Meetings

November

- Tuition and Fee recommendations to the Board of Trustees for Approval
- Strategic Budget Allocation requests (SBAC) due
- All Funds Budget Development

January

- SBAC Meetings
- All Funds Budget
- Tuition and Fee Submission to Board of Governors (BOG)

March

- All Funds Presentation to Cabinet
- Year-end Close preparation
- Departmental Budget Spending Collapse

May

- All Funds submitted to the UNC System
- Year-End Close

August

- Continue loading State and Auxiliary, other miscellaneous departmental budgets
- Tuition and Fee Planning

October

- Tuition and Fee Student Forums and recommendations to the Board of Trustees
- Strategic Budget Allocation process begins (SBAC)
- All Funds Budget Development sent to campus

December

- Strategic Budget Allocation requests (SBAC) compilation
- Tuition and Fee Submission to UNC System
- Compilation of All Funds Budget

February

Tuition and Fee Approval From BOG

April

- All Funds Presentation to Board of Trustees
- Year-End Close

June

- Year End Close
- Next Fiscal Year Opened

Budgeted Revenue

- State Appropriations
- Tuition and Fees
- Sales and Services
- Contracts and Grants
- Gifts and Investments

Revenue Types

Budgeted Expenditures

- Salary and Wages
- Staff Benefits
- Supplies, Material and Equipment
- Scholarships and Fellowships
- Utilities
- Other Expenses

Expenditure Types

NORTH CAROLINA AGRICULTURAL AND TECHNICAL STATE UNIVERSITY

WHAT MAKES UP THE GENERAL FUND BUDGET?

Requirements
(All Expenditures)

=

Revenues
(Tuition and State Appropriations)

N.C. A&T FY 2023-24 General Fund Expenditures and Revenue by Type

N.C. A&T General Fund Expenditures and Revenues FY 2019-20 to FY 2023-24
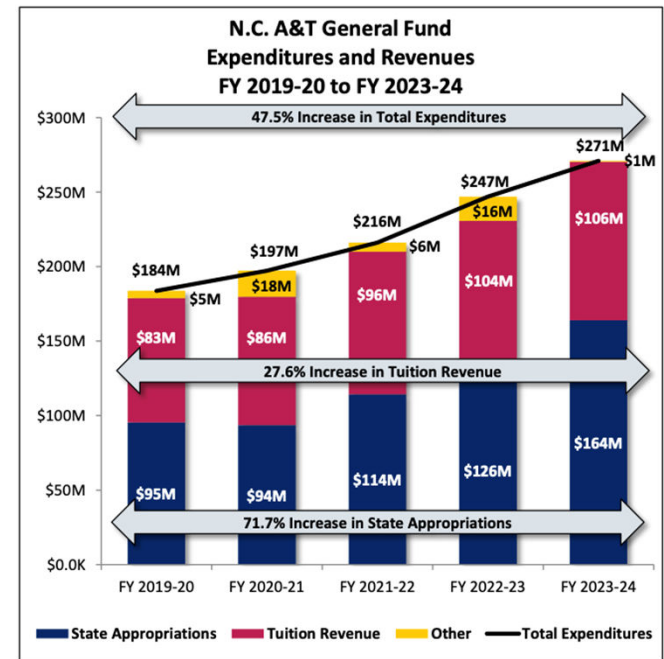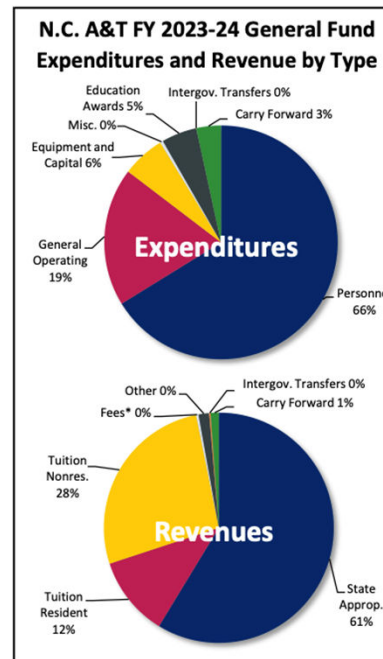
Note: Departmental Expenditure Budgets = Requirements

How are general fund budgets increased?

Biennial budget (appropriation)

Continuation, Expansion
Capital, Supplemental

↓

Annual allocation process (appropriation + tuition)

Enrollment growth

↓

Tuition receipts

Campus-initiated tuition increases (CITI)

Summer School
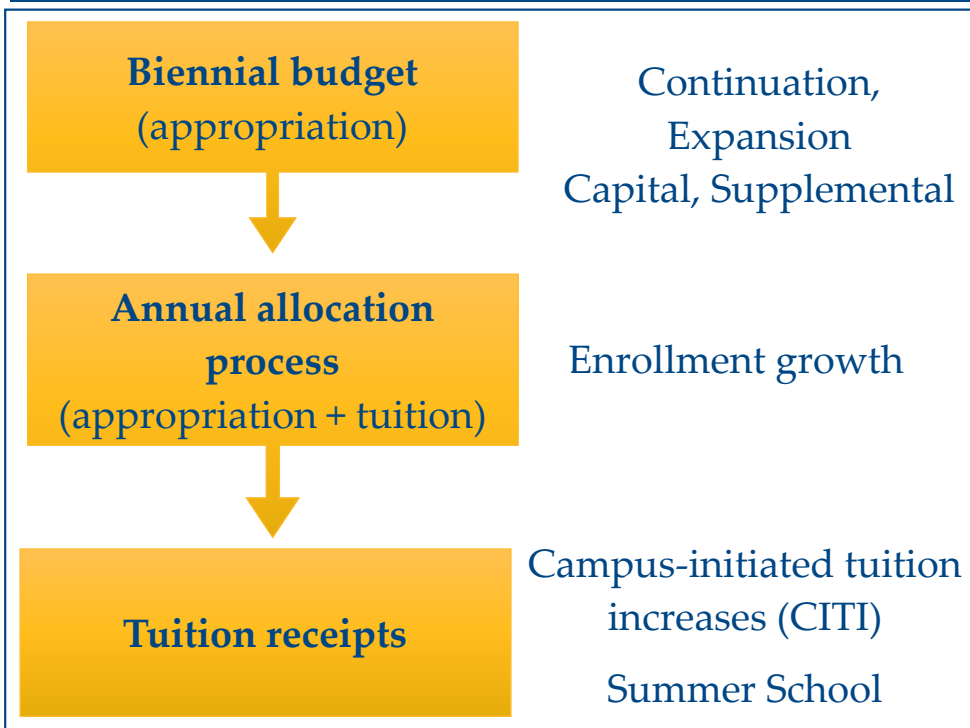
How are general fund budgets decreased?

Permanently (Legislative Reductions)

Requirements

Appropriation

↓   ↓

One- Time Reversions

Requirements
No change
(moved to "reserve line")

Appropriations
No change

Note: departmental expenditure budgets = requirements

All Funds Budget

NORTH CAROLINA AGRICULTURAL AND TECHNICAL STATE UNIVERSITY

All Funds Budget

- Comprehensive operating budget reflects both General Fund and Institutional Trust Fund operating revenues and expenditures.

- Structural foundation for the execution of the University's strategic plan.

- Ensure the delivery of the University's teaching, research, and service mission in a financially sustainable manner.

Better aligning NC A&T's resources with our strategic priorities

Enhancing stewardship and financial sustainability

Promote data-driven decisions

Fiduciary responsibility of the Boards of Trustees

Better understanding the impact of discrete decisions on the broader financial picture

Transparency and campus engagement
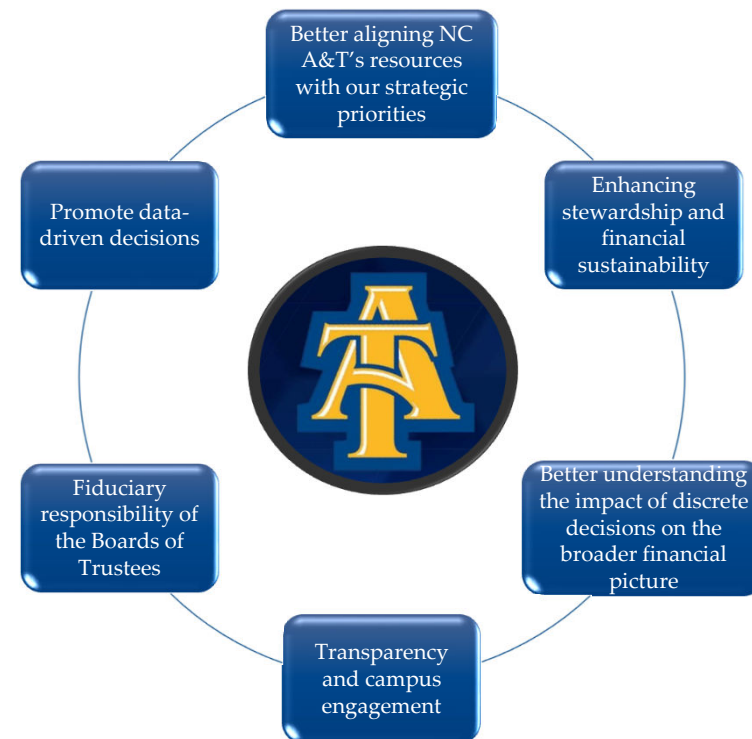
University Budget Funding Considerations- Sources of Funding

Tuition and Fees

Enrollment
Growth Funding –
In-state Students

Continuation,
Capital, Expansion
Budgets

- State Appropriation, via enrollment growth funding, is used to supplement in-state tuition revenue and is funded on a per student credit hour basis

- Enrollment Growth on an annual basis is funded as follows:
    - In-state Students - Tuition Revenue + Enrollment Growth Funding
    - Out-of-state Students – Tuition

- STEM programs are funded at higher levels than non-STEM

NC A&T State University
Fiscal Year 20XX All-Funds Budget

		General Fund	Auxiliary & Other Trust Funds	Overhead/F&A Receipts	Restricted Trust Funds	Total
Revenues	State Appropriations	$ 157,837,000	$ -	$ -	$ -	$ 157,837,000
	Tuition & Fees	$ 101,543,000	$ 42,013,200	$ -	$ -	$ 143,556,200
	Less Discounts and Allowances	*$ (11,832,000)*	*$ (6,934,500)*	*$ -*	*$ (58,120,000)*	*$ (76,886,500)*
	Sales & Services	$ 2,013,000	$ 57,200,900	$ -	$ -	$ 59,213,900
	Patient Services	$ -	$ -	$ -	$ -	$ -
	Contracts & Grants	$ -	$ 675,000	$ 6,047,100	$ 176,827,100	$ 183,549,200
	Gifts & Investments	$ -	$ 4,364,000	$ -	$ 13,385,800	$ 17,749,800
	Other Revenues	$ 2,773,000	$ 2,567,700	$ -	$ 9,395,700	$ 14,736,400
Revenues Total		$ 252,334,000	$ 99,886,300	$ 6,047,100	$ 141,488,600	$ 499,756,000
Expenses	Salaries and Wages	$ 153,039,000	$ 28,609,600	$ 2,935,800	$ 21,311,000	$ 205,895,400
	Staff Benefits	$ 54,234,000	$ 10,875,800	$ 849,900	$ 3,676,400	$ 69,636,100
	Services, Supplies, Materials, & Equip.	$ 39,689,000	$ 57,586,900	$ 2,122,600	$ 25,935,000	$ 125,333,500
	Scholarships & Fellowships	$ 11,832,000	$ 6,934,500	$ -	$ 141,103,300	$ 159,869,800
	Less Discounts and Allowances	*$ (11,832,000)*	*$ (6,934,500)*	*$ -*	*$ (58,120,000)*	*$ (76,886,500)*
	Debt Service	$ -	$ -	$ -	$ -	$ -
	Utilities	$ 6,527,000	$ 393,700	$ -	$ -	$ 6,920,700
	Other Expenses	$ 1,001,000	$ 264,000	$ 138,800	$ 7,582,900	$ 8,986,700
Expenses Total		$ 254,490,000	$ 97,730,000	$ 6,047,100	$ 141,488,600	$ 499,756,000
Net Transfers		$ 2,156,000	$ (2,156,000)	$ -	$ -	$ -
Change in Fund Balance			$ -	$ -	$ -	$ -

Budgeted Revenue (FYXX)

Gifts & Investments 3%

Other Revenues 3%

State Appropriations 27%

Contracts & Grants 32%

Tuition & Fees 25%

Sales & Services 10%

Budgeted Expenses (FYXX)

Utilities 1%

Other Expenses 1%

Debt Service 0%

Salaries and Wages 36%

Scholarships & Fellowships 28%

Supplies, Materials, & Equipment 22%

Staff Benefits 12%
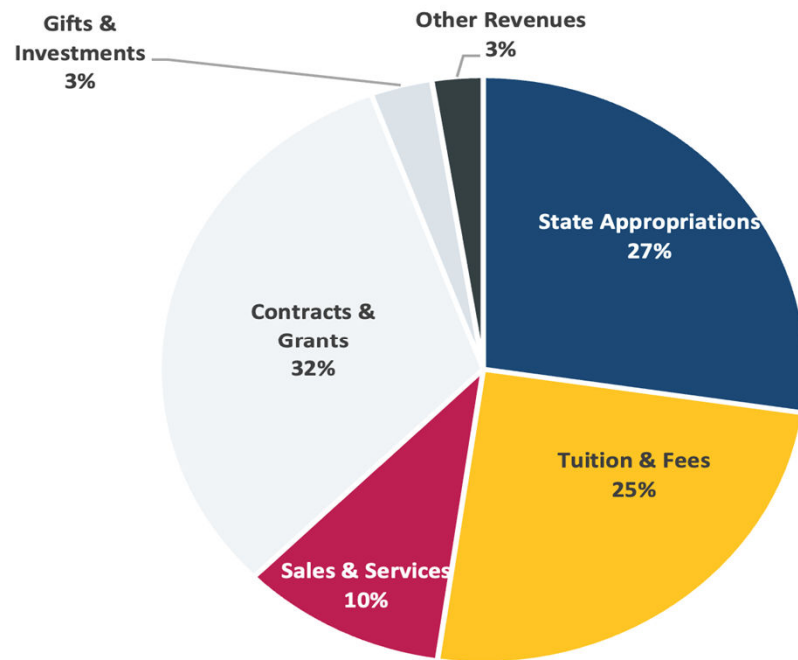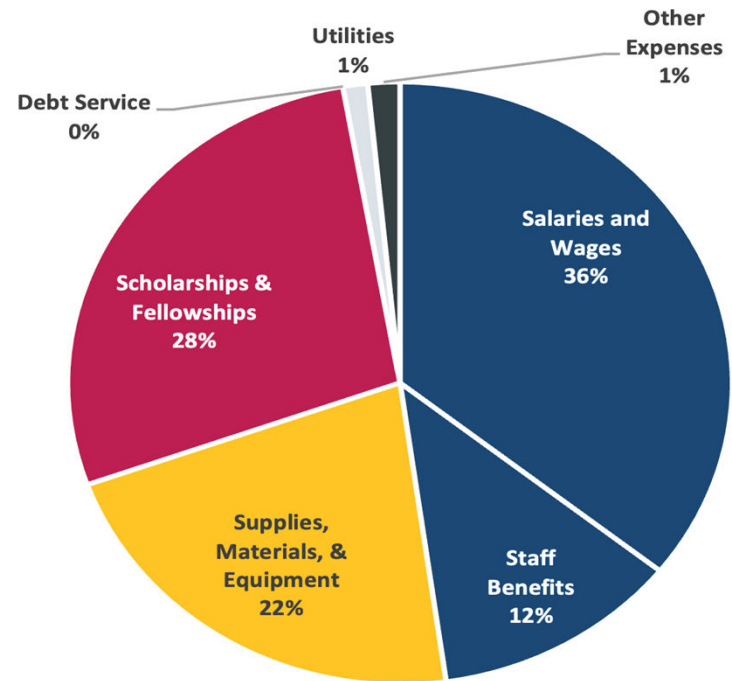
Operating Expense by Unit

Operating Expenses by Unit
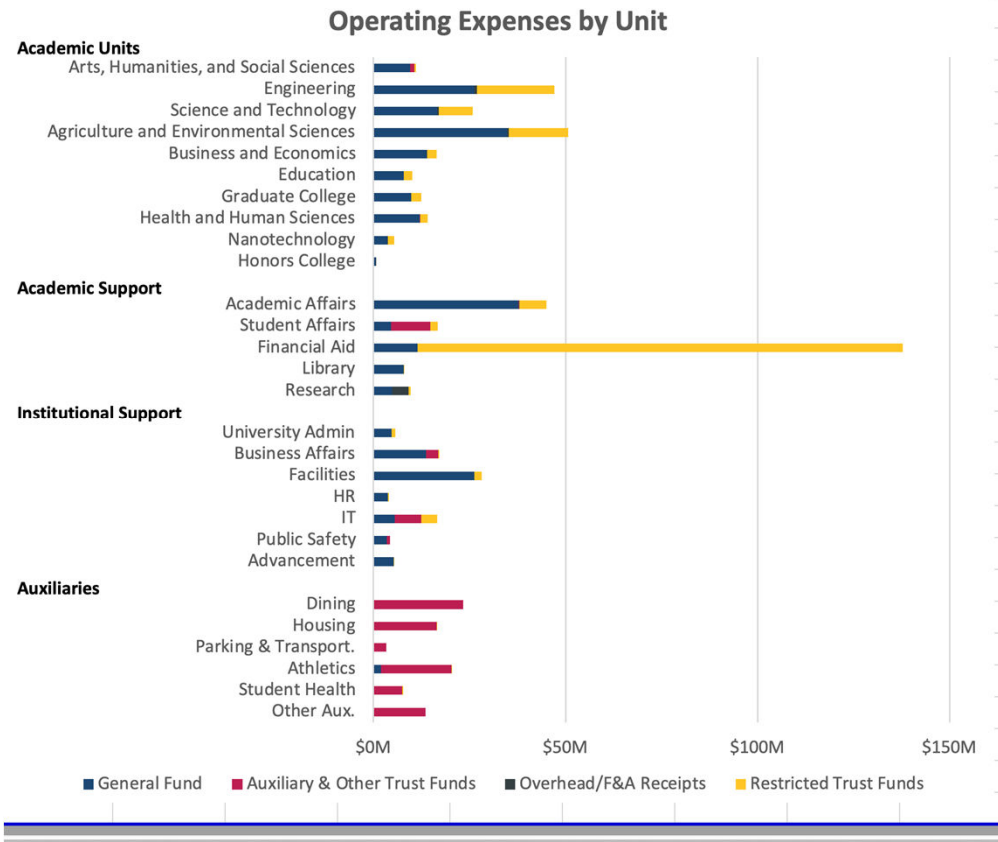
Objective 4:

Understand Fund Purpose Codes

How Are General Funds Structured?

Program Codes

101	Regular Term Instruction
102	Summer Term Instruction
103	Non-Credit/Off-Formula Instruction
110	Organized Research
112	Aggie Academy
120	Agricultural Research
130	Cooperative Extension
142	Community Service
151	Libraries
152	General Academic Support
160	Student Services
170	Institutional Support
180	Facilities/Physical Plant Operations
209	Athletics
230	Student Financial Aid
252	Other Reserves
990	Multi-Activity

University Program Codes

Instruction and Research

101: Regular Term Instruction
102: Summer Term Instruction
103: Non-Credit/Off-Formula Instruction
110: Organized Research
112: Aggie Academy

Extension and Community Engagement

120: Agricultural Research
130: Cooperative Extension
142: Community Service

Academic and Student Support

151: Libraries
152: General Academic Support
160: Student Services

Institutional Support and Physical Plant Operations

170: Institutional Support
180: Facilities/Physical Plant Operations

Other- Miscellaneous

209: Athletics
230: Student Financial Aid
252: Other Reserves
990: Multi-Activity

16070 - NC Agricultural and Technical State University- Fund Purpose Codes

1101 – Instruction Covers academic instruction for credit during regular terms (excluding summer). Includes salaries, benefits, support staff, supplies, and equipment.

1102 – Summer Term Instruction includes credit and non-credit instruction during summer terms. Covers summer faculty, administrators, support staff, and instructional materials.

1103 – Non-Credit & Receipts Supported Instruction Supports non-degree and contract-based instruction (e.g., continuing education, workshops). Funded by program receipts, not state appropriations.

1110 – Organizational Research funds research projects with defined outcomes, whether externally or internally sponsored. Includes research centers, IT, and support services.

1112 – AGGIE ACADEMY funds staff, operations, and instructional needs for Aggie Academy lab school, including NCDPI and BOG support for research and teaching.

1120 – Agricultural Research Supports Evans Allen Program research, equipment, land, and facilities for agricultural studies.

1130 – Cooperative Extension Funds outreach programs, staff, and resources through the College of Agriculture.

1142 – Community Services provides public educational and advisory services using university resources.

1151 – Libraries Support library operations, including material management, user assistance, and data processing.

1152 – General Academic Support Covers non-library academic services like research admin, media, museums, and academic IT.

1155 – Coronavirus Relief Fund provides COVID-19 relief funding for necessary pandemic-related expenses, managed by OSBM.

1160 – Student Services Enhances student development through admissions, counseling, cultural programs, and intramural activities.

1170 – Institutional Support Funds central operations such as executive management, HR, finance, legal, planning, and alumni relations.

1180 – Physical Plant Operation supports facility maintenance, utilities, custodial services, safety, and related IT. Excludes capital projects.

1230 – Student Financial Aid provides scholarships, grants, and awards to students. Includes Pell, SEOG, and work-study matching funds.

1209 – Athletics Funds from sports wagering revenues allocated by the General Assembly.

1252 – Other Reserves Unassigned state appropriations reserved for future non-salary expenses.

1990 – Multi-Activity Used for transactions tied to multiple activities, often involving tuition-related revenues.

Objective 5:

Managing your Budget

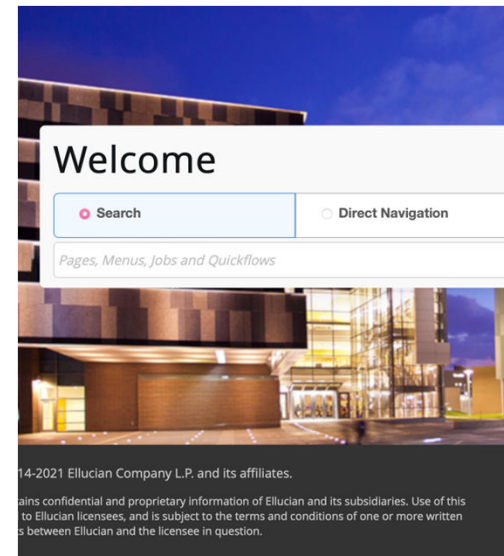*Understanding your budgets and navigation in Banner (Admin Pages)*
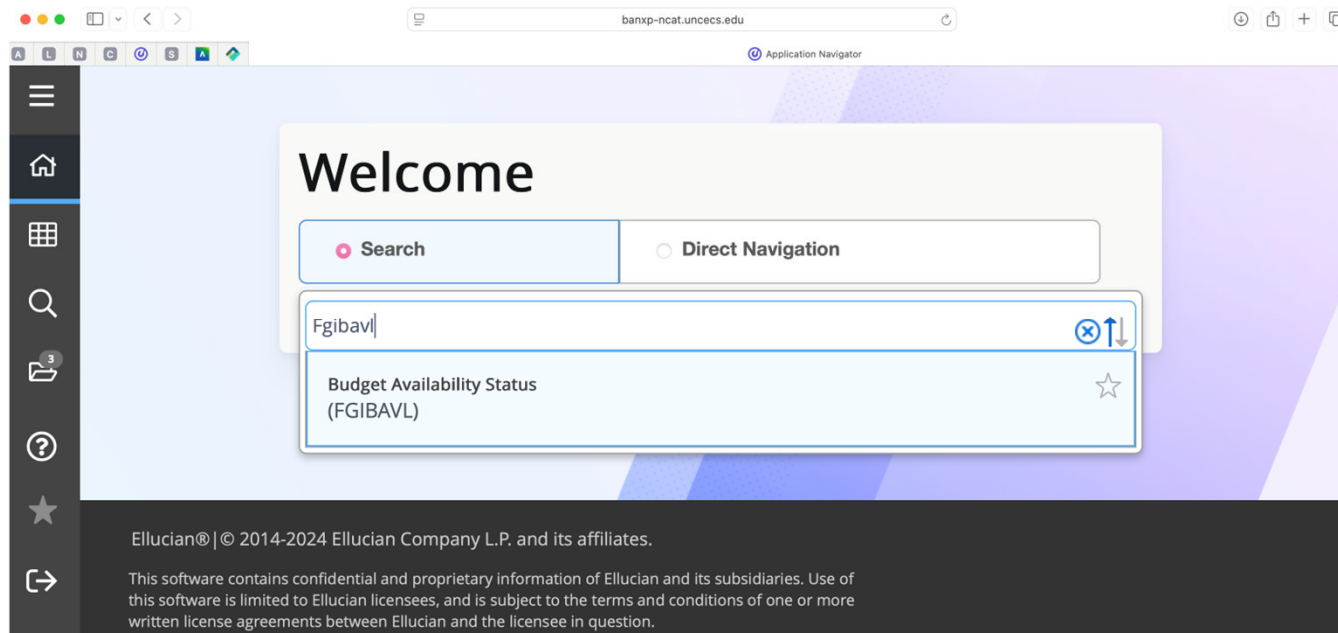*Budget Availability*
Understanding Budget Revisions

Budgeting at NC A&T- What area manages which type of budget?

Office of Budget and Planning

Manages the salary and operational budgets for state-appropriated funds and provides budget and salary policy compliance, support for University. Administers PI overhead allocations, tuition and fees and, the strategic budget planning processes.

Office of Academic Budget and Personnel

Manage the operational budget of the Division of Academic Affairs and to provide budget and salary policy compliance, planning and administrative support in the onboarding, development and separation of faculty, EPS non-faculty employees, and student employees of the university.

Auxiliary Units/Campus Enterprise

Manages the budget for revenue-generating auxiliary units (i.e., Aggie OneCard, Parking and Transportation, Campus Dining, Mail Center, Ticket Office, Elements and other student services.)

Contracts and Grants

Manages and provides support for all sponsored research awards.

Budget Management

Allocation Process

- Establish baseline and Financial Planning Projections
- Budget Surplus Years, develop priorities and conduct Strategic Budget Allocation Process (SBAC)
- Budget Reduction Years, propose reductions by Administrative, Academic Units and Auxiliary units
- Budget Instructions Issued in October - November Timeframe
- Recommendations to the Chancellor
- Cabinet Approval
- Communication to University Community

NORTH CAROLINA AGRICULTURAL AND TECHNICAL STATE UNIVERSITY

Best Practices

- Do not wait until budgets are loaded to begin spending!

- New Positions- start the process for developing position descriptions early.

- Train new employees and end-users on key systems, especially when systems and processes change.

- Utilize driver-based planning, tying together related items where dependencies make sense, to increase both buy-in and efficiency.

- Ensure budget decisions are data-driven.

- Prioritize long-term solutions over short-term fixes.

- Cross-functional discussions to ensure resources are allocated.

Objective 5:

Managing your Budget

Understanding your budgets and navigation in Banner (Admin Pages)

Budget Availability

Understanding Budget Revisions

NORTH CAROLINA AGRICULTURAL AND TECHNICAL STATE UNIVERSITY

Banner Budget Forms

ncat.edu

- FGIBAVL – Budget Availability Status
  - > Budget, expenditures, commitments and available balance at <u>Budget Rollup Account Level</u>

- FGIBDST – Organization Budget Status
  - > Budget, revenue, expenditures, commitments and available balance at <u>Account Level</u>

- FGITRND – Detail Transaction Activity
  - > Detail on Budget and Accounting transactions

- Other Screens- Banner Fund Balance Screens
  - FGITBAL- Account trial balance for a fund
  - FGITBSR- Summary of fund balance (does not include encumberances)

NORTH CAROLINA AGRICULTURAL AND TECHNICAL STATE UNIVERSITY

Budget Availability- FGIBAVL

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Budget Availability- FGIBAVL

NORTH CAROLINA AGRICULTURAL AND TECHNICAL STATE UNIVERSITY

Budget Availability- FGIBAVL

| ✕ | ⊘ ellucian | Budget Availability Status FGIBAVL 9.3.30 (NCATPROD) | | | ⬈ ADD | ⬈ RETRIEVE | ⬈ RELATED | ⚙ TOOLS | 🔔 |

Chart: T Fiscal Year: 25 Index: ▮▮▮ Commit Type: Both Fund: ▮▮▮ Organization: ▮▮▮ Start Over

Account: 61110 EPA Regular Salaries Program: 170 Institutional Support Keys --- > Control Fund: ▮▮▮ Control Organization: ▮▮▮

Control Account: 61110 Control Program: ▮ Pending Documents: ☐

▾ BUDGET AVAILABILITY STATUS   ⚙ Settings ➕ Insert ➖ Delete 🗐 Copy ▽ Filter

Account	Title	Adjusted Budget	YTD Activity	Commitments	Available Balance	Pending Documents
61110	EPA Regular Salaries	125,000.00	0.00	0.00	125,000.00	☐
61210	SPA Regular Salaries	333,819.10	300,117.48	0.00	33,701.62	
61270	SPA Longevity Payment	0.00	3,267.89	0.00	-3,267.89	
61410	Non-Student Reg Wage	0.00	44,898.50	0.00	-44,898.50	
61450	Undergraduate Hourly Wage	0.00	168.75	0.00	-168.75	
61810	Social Security	37,449.00	25,045.05	0.00	12,403.95	
61820	State Retirement	64,359.00	72,933.92	0.00	-8,574.92	
61830	Medical Insurance	56,690.00	36,427.56	0.00	20,262.44	
61870	TIAA Opt Retirement	17,613.00	0.00	0.00	17,613.00	
71990	Purchased Contractual Services	11,333.00	11,333.05	0.00	-0.05	
72600	Office Supplies	1,204.00	1,404.98	173.05	-374.03	
72900	Data Processing Supplies	100.00	99.23	0.00	0.77	
73100	Travel & Registration Fees	3,305.00	34,708.50	0.00	-31,403.50	
73200	Telecommunications	5,371.00	254.91	0.00	5,116.09	
73900	Other Purchased Services	833,202.00	528,787.02	282,296.32	22,118.66	
74100	Rental of Real Property	250.00	250.00	0.00	0.00	
74400	Maintenance Agreements	1,808.00	12,155.00	0.00	-10,347.00	
74900	Dues	5,000.00	5,000.00	0.00	0.00	
75100	Office Equipment	0.00	0.00	0.00	0.00	
75200	EDP Equipment and Software	1,082.00	1,082.17	0.00	-0.17	
75500	Other Equipment	0.00	0.00	0.00	0.00	
	Total	1,497,585.10	1,077,934.01	282,469.37	137,181.72	

|◀ ◀ ① of 1 ▶ ▶| 50 ⌄ Per Page   Record 1 of 21

NORTH CAROLINA AGRICULTURAL AND TECHNICAL STATE UNIVERSITY

Budget Availability- Status FGIBAVL

Related: Pending documents [FGITINP]

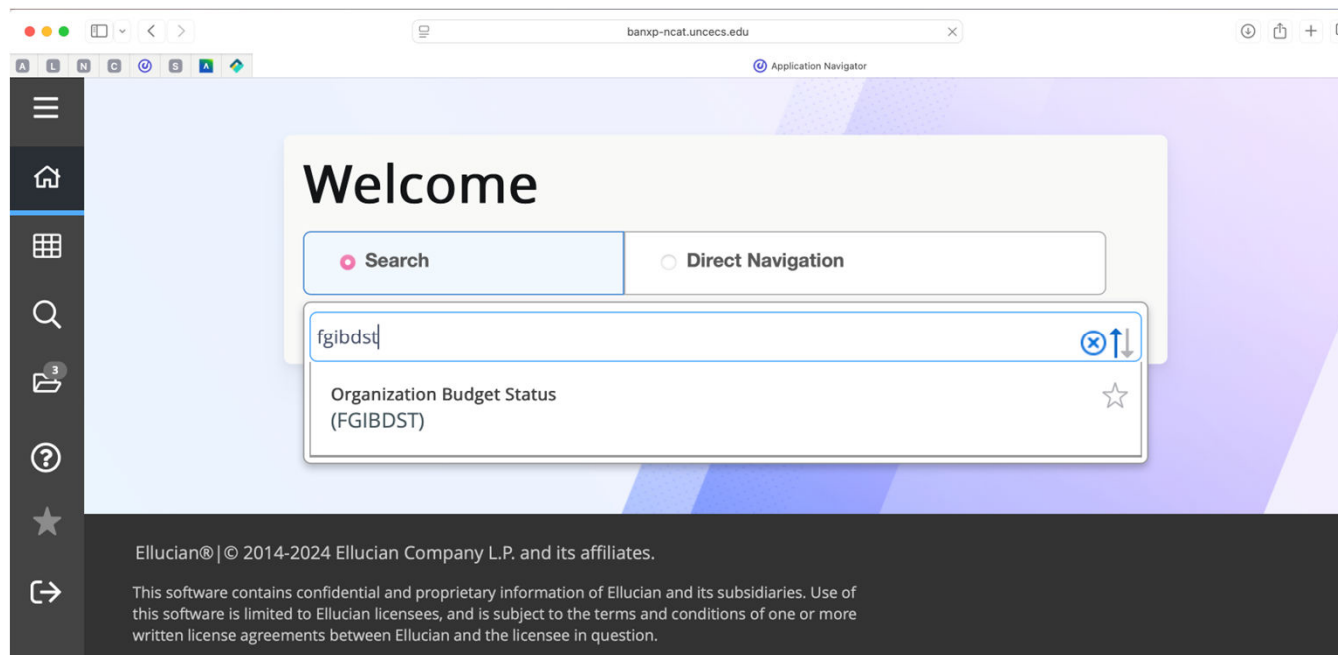**Pending Documents Statuses:**
- To Be Posted = Document waiting in the posting queue
- In Approvals = Documents completed by final approval is not yet recorded
- Error = Document has a problem (report to the Budget Office)
- Disapproved = Incomplete document with disapproval history
- Incomplete = Incomplete document in process

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Budget Availability- Status FGIBDST

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Budget Availability- Status FGIBDST

NORTH CAROLINA AGRICULTURAL AND TECHNICAL STATE UNIVERSITY

Budget Availability- Status FGIBDST

| X | ellucian | Organization Budget Status FGIBDST 9.3.6 (NCATPROD) | | | ADD | RETRIEVE | RELATED | TOOLS |

Chart: T North Carolina A&T State University   Fiscal Year: 25   Index: ▮▮▮▮▮▮   Query Specific Account: ☐   Include Revenue Accounts: ☑   Commit Type: Both   **Start Over**

Organization: ▮▮▮▮▮▮   Fund: ▮▮▮▮▮▮   Program: 170 Institutional Support   Account: Account Type: Activity: Location:

▾ ORGANIZATION BUDGET STATUS   ⚙ Settings ➕ Insert ➖ Delete ⧉ Copy ⧩ Filter

Account	Type	Title	Adjusted Budget	YTD Activity	Commitments	Available Balance
50790	R	Miscellaneous Income	0.00	0.00	0.00	0.00
61110	L	EPA Regular Salaries	125,000.00	0.00	0.00	125,000.00
61210	L	SPA Regular Salaries	333,819.10	300,117.48	0.00	33,701.62
61270	L	SPA Longevity Payment	0.00	3,267.89	0.00	-3,267.89
61410	L	Non-Student Reg Wage	0.00	44,898.50	0.00	-44,898.50
61450	L	Undergraduate Hourly Wage	0.00	168.75	0.00	-168.75
61810	L	Social Security	37,449.00	25,045.05	0.00	12,403.95
61820	L	State Retirement	64,359.00	72,933.92	0.00	-8,574.92
61830	L	Medical Insurance	56,690.00	36,427.56	0.00	20,262.44
61870	L	TIAA Opt Retirement	17,613.00	0.00	0.00	17,613.00

NORTH CAROLINA AGRICULTURAL AND TECHNICAL STATE UNIVERSITY

Budget Availability- Status FGIBDST

RELATED: BUDGET SUMMARY INFORMATION [FGIBSUM]

Provides Summary of Revenues, Liabilities (Labor), Direct Expenditures, and Transfers In and Out of Program

Organization Budget Status- FGITRND

RELATED: DETAIL TRANSACTION ACTIVITY [FGITRND] – ADJUSTED BUDGET

- Displays account, budget Rule Codes

Budget Revisions

Before signing the budget revision for submission verify the following:
- The header information (fund, org, program, etc.) is correct
- All accounts are at the roll-up level and the descriptions are correct
- The increase and decrease totals equal
- There are no cents on the amounts
- A proper justification is provided

To note:
- Budget revisions are encouraged to be sent to the Budget Office's email at budgetoffice@ncat.edu
- Only one copy should be sent to the office to avoid duplicate processing

Budget Revision Form

North Carolina Agricultural and Technical State University
Greensboro, North Carolina
Request for Budget Allotment/Revision

| Fund: | 170XXX | Organization: | 41000 | Program: | 170 |

| Department: | Budget And Planning | Department Head: | Chartarra Joyner |

| PI/Project Director: | | Award Number: |

Account	Account Description	Previous Available Budget	Increase	Decrease	Revised Available Budget
61110	EHRA Salaries (001234)		5,000.00		5,000.00
61810	Social Security		383.00		383.00
61820	State Retirement		698.00		698.00
72600	Office Supplies		500.00		500.00
72900	Data Processing Supplies		325.00		325.00
73900	Other Purchase Services			6,906.00	-6,906.00
					0.00
					0.00
					0.00
					0.00
					0.00
					0.00
					0.00
	Totals:	0.00	$6,906.00	$6,906.00	0.00

JUSTIFICATION: (Submit an attachment if more space is needed.)
Increase position 001234 $5000 plus benefits. Also moving funding to clear deficits in Office supplies and Data Processing Supplies.

Department Head	Date	Official Use Only	
John Smith	7/1/25	Approved	Disapproved
Sign		☐	☐
Dean or Director	Date	Budget Director	Date
Jane Doe	7/2/25		
Sign			
Vice Chancellor	Date	Contracts and Grants	Date
Jessica Brown	7/3/25		
Sign			
Principal Investigator/Project	Date	Journal Voucher #	
Vice Chancellor for Research	Date		
		Preparer	Date

Budget Office Resources for information

- Budget Office Website: <u>Budget Office Website</u>
- Budget Office Email: <u>budgetoffice@ncat.edu</u>
- Budget Office Hours: Via Zoom- Future dates to be communicated
- Budget Updates: Memos sent to the campus community
- Individualized training sessions per request
- **Survey Link:** <u>Budget Office Customer Satisfaction Survey</u>

Budget Office Team

- **Chartarra Joyner**
  Assistant Vice Chancellor of Budget and Planning
  cmjoyne2@ncat.edu
  336.285.2941

- **Jennaira Massey**
  Associate Director of Budget & Planning
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- **Monique McCullough**
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- **Yolanda Moody**
  Senior Budget Analyst
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- **Gwendolyn Collins**
  Senior Budget Analyst
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- **Cherrie Chrisp**
  Accountant
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  336.285.2980

- **Dominique White**
  Budget Accountant
  dswhite2@ncat.edu
  336.285.2995

Additional Contact Info

Main Phone: 336.334.7631

Email: BudgetOffice@ncat.edu

Fax: 336.256.2529

Hours of Operation
Weekdays 8 am to 5 pm
Special Assistance Office Hours: email budgetoffice@ncat.edu

•This will be an opportunity for budget officers across the University to join us to discuss hot topics, ask questions or receive training on anything related to the Budget and Planning Office.

•Reservations preferred.

- Quick Reference Spending Guidelines- <u>Quick Reference for Spending</u>
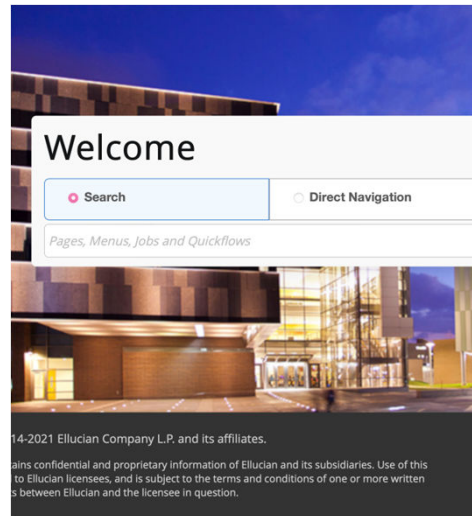- OSBM State Budget Manual- <u>https://www.osbm.nc.gov/state-budget-manual</u>

N.C. A&T MOMENTUM

Appendix-A
Now, Next, Beyond

North Carolina Agricultural and Technical State University

Current Available Tools for Budget Management

WebFocus

Banner

AggieMart

PeopleAdmin

Anaplan

Other Resources

- Budget Office Email: budgetoffice@ncat.edu
- Quick Reference for Spending Guidelines
- Budget Office Hours: Delivered Weekly via Zoom on Thursdays, 1-2pm
- **Survey Link:** Budget Office Customer Satisfaction Survey
- Individualized training sessions per request

Current Live Functionality

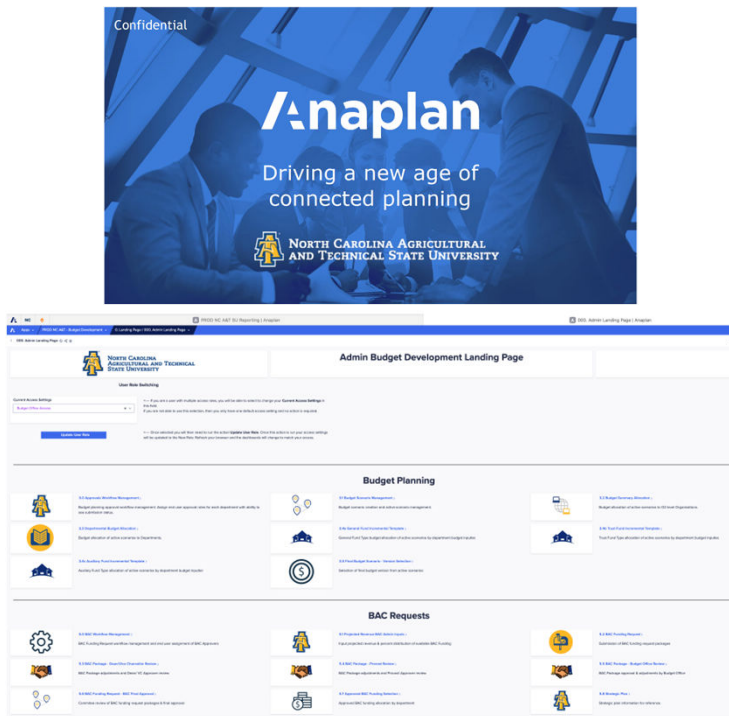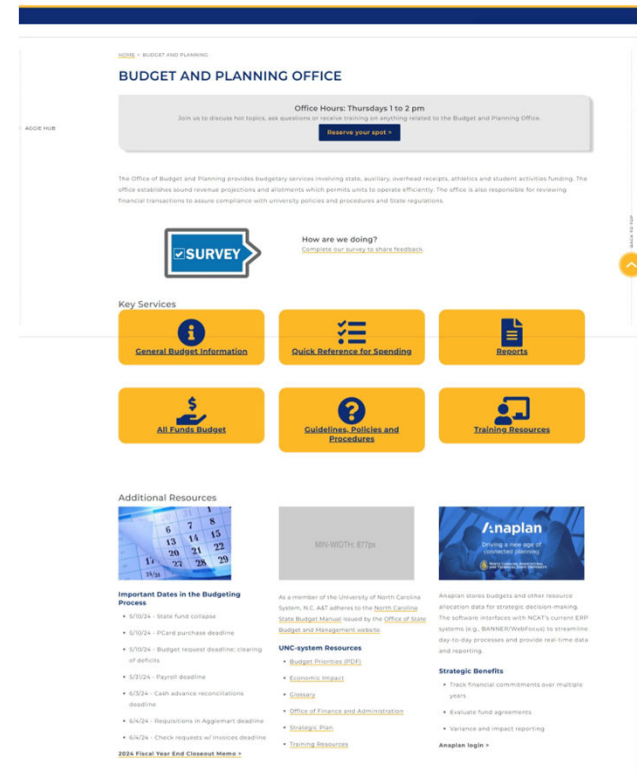Strategic Budget Allocation process (SBAC)

All Funds Budget
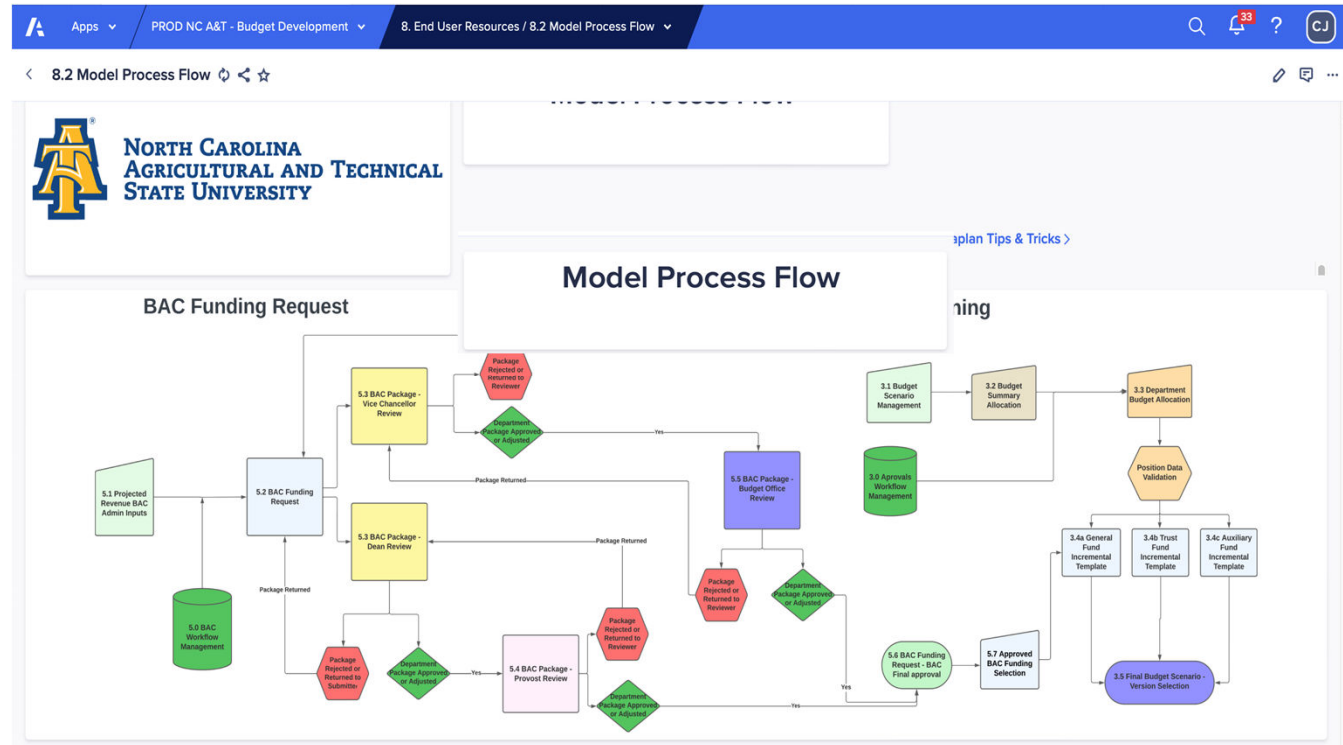
Next

NORTH CAROLINA AGRICULTURAL AND TECHNICAL STATE UNIVERSITY

Next functionality under development

Incremental Budget Template
Auxiliary Revenue Budget Forecasting
Position Control

Next- Other

New Website
Budget Office Newsletter

N.C. A&T
MOMENTUM

Beyond

Multi-year Forecasting

Budget Book

Self-Service Banner

Appendix-B
BUDGETING TERMS AND DEFINITIONS
FUND, ORGANIZATION, ACCOUNT, PROGRAM

North Carolina Agricultural and Technical State University

Budgeting Terms and Definitions

- **Fiscal Year** – the annual period beginning July 1 and ending on the following June 30 [G.S. § 143-C-1-1(d)(14)]. Grants fiscal period begins October 1 and ends September 30.

- **Budget** – a plan to provide and spend money for specified programs, functions, activities, or objects during a fiscal year. [G.S. § 143C-1-1(d)(3)]

- **General Fund Operating Budget** – the sum of all appropriated from the General Fund for a fiscal year, except appropriates for (i) capital improvements, including repairs and renovations, and (ii) one-time expenditures due to natural disasters or other emergencies shall not be included [G.S. § 143-C-1-1(d)(16).

- **Appropriation** – an enactment by the General Assembly authorizing the withdrawal of money from the State treasury. An enactment by the General Assembly that authorizes, specifies, or otherwise provides that funds be used for a particular purpose is not an appropriation [G.S. § 143C-1-1(d)(1)]

- **Receipts** – money that is collected during the academic year that is considered budget to the University and is <u>utilized or deemed for utilization</u> for that year. This amount of money is a projection based on enrollment, and is considered as part of the University's budget, though the ACTUAL collection of these receipts may be less; these are tuition payments.

- **Capital Improvement** – a term that includes real property acquisition, new construction or rehabilitation of existing facilities, and repairs and renovations over one hundred thousand dollars ($100,000) in value [G.S. § 143-C-1-1(d)(5)]
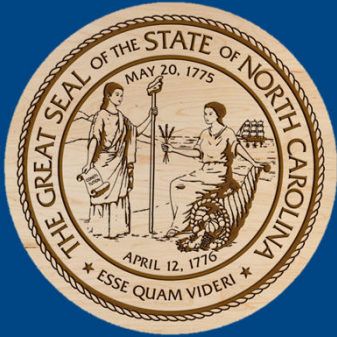
FOAPAL

Budgeting Terms and Definitions Cont'd

- FOAPAL – Fund, Organization, Account, Program, Activity, Location

- <u>F</u>und Number – a fiscal and accounting entity with a self-balancing set of accounts recording cash and other resources, together with all related labors and residual equities or balances, and changes therein, for the purpose of carrying on stated programs, activities, and objectives of State government [G.S. § 143-C-1-1(d)(15)]

- <u>O</u>rganization Number – assigned to department based on the Organizational Hierarchy; the university department where funds are loaded

- <u>A</u>ccount Number – the category of revenues, labors, or expenditures that budget is uploaded to and fiscal year activities are incurred on

- <u>P</u>rogram Number – a group of objects or line items for support of a specific activity outlined in a recommended or enacted budget… [G.S. § 143-C-1-1(d)(23)]

- <u>A</u>ctivity – used to track revenue and expense by activity or event

- <u>L</u>ocation – used for tracking fixed asset purchases. "Where will the fixed asset being located at NCAT?"

- Pool Account – an account that is used as an umbrella to house the budget allocation for related account codes

NORTH CAROLINA AGRICULTURAL
AND TECHNICAL STATE UNIVERSITY

FGIBAVL

- General Ledger – "FGIBAVL" the summary screen used to display labor, and expenditure accounts

- Personnel – payroll actions, benefits and workers compensation. Account begin with a 6xxxxx.

- Operating – expenses that occur within a fiscal year. Account begin with a 7xxxxx.

- Encumbrance – the financial obligation created by a purchase order, contract, salary commitment, unearned or prepaid collections for services provided by the State, or other legally binding agreement [G.S. § 143-C-1-1(d)(12)]

NORTH CAROLINA AGRICULTURAL
AND TECHNICAL STATE UNIVERSITY

FGIBDST

- General Ledger – "FGIBDST" the summary screen used to display all revenue, labors, and expenditure accounts

- Revenue – money that is collected and received by a department. Start with a 5xxxx.

- Personnel – payroll actions, benefits and, workers compensation. Accounts begin with a 6xxxxx.

- Operating – expenses that occur within a fiscal year. Account begin with a 7xxxxx.

- Encumbrance – the financial obligation created by a purchase order, contract, salary commitment, unearned or prepaid collections for services provided by the State, or other legally binding agreement [G.S. § 143-C-1-1(d)(12)]

FGIBDST

- Banner Application Code – the sequence of letters that allow a user to view the screens within Banner

- Certified Budget – The certified budget is enacted by the General Assembly and includes adjustments made for (i) distributions to State agencies from statewide reserves appropriated by the General Assembly, (ii) distributions of reserves appropriated to a specific agency by the General Assembly, and (iii) organizational or budget changes directed by the General Assembly but left to the Director to carry out. (GS143C-1-1(d)(7))

- Adjusted Budget "authorized budget" – the certified budget with changes authorized by the Director of the Budget through authority granted in G.S. 143C-6-4 or other statues [G.S. § 143-C-1-1(d)(1a)]

- YTD – year-to-date activity – the column in [FGIBDST] that displays total encumbrances that have posted for a fiscal year.

- Commitment – the column in [FGIDST] that displayed any pending encumbrances for a fiscal year.

- Available Budget – the amount of funds remaining on an account line. Using form FGIBAVL will provide this information. Inception to date information (Capital, Grants/Title III) use form FRIGITID.