



UNIVERSITY OF  
NORTHERN  
COLORADO

# Cross Division Team: Budget Annual Report 2022-23



Division of Student Affairs and Enrollment Services

University of Northern Colorado



## Section 1 – Purpose and Membership

### **Purpose**

The purpose of the Budget Cross Division Team within the Division of Student Affairs and Enrollment Services is to ensure effective and efficient allocation of financial resources to support the division's strategic initiatives and the university's *Rowing, Not Drifting 2030* Strategic Plan to enhance the overall student experience. Through collaborative efforts and data-driven decision-making, our team strives to maximize the impact of available resources and promote fiscal responsibility.

### **Vision**

Our vision is to be recognized as a leading model of excellence in budget management within the university. By fostering a culture of transparency, accountability, and innovation, we aim to optimize financial operations, drive sustainable growth, and contribute to the holistic development and success of all students.

### **Goals**

1. This is a foundational year to establish benchmarks and training for unit leaders on fiscal management.
2. Identification of training topics and levels.

### **Membership**

- Jenna Finley, Associate Vice President Student Affairs, Chair
- Jed Cummins, Executive Director Housing and Residence Life
- John Hancock, Assistant Vice President for Wellness and Support
- Geri Landwehr, Bursar
- Kirsten Ranalli, Business Operations Manager and Accounting Specialist
- Christopher Cobb, Director Campus Recreation
- Evan Welch, Executive Director Student Life
- Tammie Etl, Senior Business Manager, Student Affairs
- Christy McDonald, Senior Business Manager, Student Affairs
- Marcie Tucker, Director of Student Administration and Communication



## Section 2 – Summary of Action for the 2022-23 Year

### **Action Item 1: Compilation of training topics and resources**

During the fall 2022 and spring 2023 semester, we gathered information budget training resources and brainstormed the various levels of budget knowledge that should be incorporated into onboarding of new staff and on-going training.

We conducted a foundational training session for all unit directors on Thursday 1/5/23 focused on the upcoming budget process.

### **Action Item 2: Recommendation for next steps**

1. Create, implement and evaluate the basic budget sessions within the on-boarding of all new division of student affairs and enrollment services team members.
2. Create, implement and evaluate the intermediate, advanced and advance+ training sessions with appropriate unit staff and directors.



## Training Topics and Campus Resources

### Basic

- What is a FOAP
- Functions of each office (i.e. General Accounting, Accounts Payable, etc.)
- How/when can I spend money
- Spending on p-cards/accurate reallocation
- Source of funds (i.e. 10000 fund, students fees, auxiliaries, etc.)
- Define fiscal year
- Budget 101 (what is/when to use a Journal Entry, check request, etc.)
- Stewardship/Fiscal responsibility
- Travel - process for approval
- Tax exempt status
- Approved vendors
- What can't I do?
- Contracts - overview of process and who can sign
- What signature authority means and who to ask
- Appropriate use of funds
- Collaborations with other departments - sharing expenses
- Define UNC Goods vs. Services
- Cash handling process/best practice
- The basics of higher ed finance—i.e. enrollment increases/decreases and that impact on budget
- How to find answers - who to ask (ASC, Supervisor, etc.), website self-help

### Intermediate

- Bid/RFP process (know)
- Purchasing/contracts
- Pull Insight reports/monitor budget, influence, create back-up schedules
- Identify savings
- Identify budget trends
- Fundraising/Foundation
- Internal charges / structure
- Payroll - hourly versus Work-Study, PSA, Salary analysis /funding

### Advanced

- Bid/RFP process
- Pull Insight reports, interpret budget, conduct trend analysis, forecasting
- Strategic Planning / connect resources
- How to analyze trends in budget data
- 'Finding money' - what funds can be reallocated and what cannot
- Budget realignment
- Maximize revenue
- Multi-year planning
- Discounting / Setting rates
- Sources of revenue
- Admin overhead
- What funds roll forward (UNC rolling budget model)

### Advanced +

- Bonds
- Capital Planning
- Debt Service
- Fund roll-up
- Credit Opinion (Moody's)

### Sources

- Who You Gonna Call Document on Budget Website
- ASC Manual
- UNC Fiscal Rules
- ASC Personnel List on HR Website if updated