MEMORANDUM

TO: Area Finance Officers / Administrative Officers

FROM: Kelley Westhoff, Executive Director for Budget, Planning & Analysis

DATE: May 21, 2020

SUBJECT: Budget Office FY-2020 Year-End Closing and FY-2021 Start-Up Information

Please review the following information and deadlines related to Budget Office FY-2020 year-end closing and FY-2021 start-up activities. For your convenience, a chronological listing of pertinent dates is included.

Please distribute this information to others in your area impacted by these processes and/or projects.

FINANCIAL RECOVERY:

Run Rate Tracking Reports – FY-2020: Budget Office will generate final FY-2020 run rate reports in July, after the end of 13th month and will notify areas via email when the reports are available.

Prior to the final reports, areas may monitor activity through June and 13th month using the business objects run rate report query provided by Budget Office.

ANNUAL ELECTIONS FOR CARRYFORWARD AND ERP FEE:

Carryforward: Areas generally carry forward both positive and negative ending balances from one fiscal year to the next. Negative balances must be eliminated in future fiscal years.

The carry forward policy is as follows:

1. Fund balances for all funds in WSU programs 01-10 will be carried forward at 100% of the cash balance (allocations less expenditures) with the following conditions:

    a. Fund balances for Fund 001 General Fund State, Fund 143 Federal, Fund 148-02 Domestic F&A, Fund 148-03 International F&A, and Fund 148-05 Administrative Fees & Interest, carryforward automatically.

    b. All carry forward allocations are coded to object 19, Prior Year Carry Forward.

    c. Balances for Fund 148-01 Self-sustaining accounts are automatically carried forward to object 19.

2. Remaining balances in accounts used to track legislative provisos **do not** carry forward. Unspent allocations in these accounts will revert to the state.

Balances can be carried forward at the **account** (budget/project) level allocated to object 19, or at the **area subprogram level**, in object 19 using a reserve account (budget 94xx).

Please select which option you prefer on the Budget Office Year-End Response form at the end of this document and return to Emily Green NLT June 26, 2020.

If you are responsible for multiple areas, please complete one form for each area.

ERP Fee:

Areas may elect to have the fee charged to one account at the area level or to each individual account where payroll effort is charged. If you elect to use one account, it must be one that allows objects 00 & 01, and the account must be associated with only one fund. (The fund cannot be any of those that are exempt from the fee, e.g. 145, 143, or 840).

Please make your selection on how ERP fee is charged in your area for FY-2021 on the Budget Office Year-End Response form at the end of this document and submit it to Emily Green by June 26, 2020.

If you are responsible for multiple areas, please complete one form for each area.

FY-2020 YEAR-END:

Accruals: Request return of position accruals for FY-2020 (through May) by emailing Anne-Lise Brooks by June 18, 2020. This is a firm deadline; be sure to make your requests by this date.

Request return of accruals generated **during June** prior to 5pm on July 9, 2020.

Enrollment Funding: Please provide account coding for enrollment funding allocations to Maggie McFadden by June 19, 2020. Area files will be distributed by the end of May.

MSI Reconciliation: Please complete review of your reconciliation files by May 22, 2020 so any allocation / PBL adjustments can occur in FY-2020.

FY-2020 Allocation JVs: Submit allocation JVs for FY-2020 by June 19, 2020, to ensure processing in time for the June initial budget statements.

Allocation JV's received between June 22nd and July 10th will be processed during the 13th month and reflected on final FY-2020 budget statements.

F & A 4th Quarter Distributions: Enter changes to F&A distributions effective for 4th quarter in BPS by June 26, 2020. The 4th quarter F & A calculations and journal vouchers making 4th quarter allocations will be done during the FY-2020 13th month.

The Budget Office will distribute detail 4th quarter F & A calculation files for area review after the close of FY-2020. Processing of 4th quarter corrections identified in the area review will occur in FY-2021.

June 2020 PBL Processing: The PBL update for position actions processed in HEPPS during June will be posted in BPS and the data warehouse by July 10, 2020.

Areas may submit 2020 PBL adjustments (for example redistribution of operations PBL or clean up of negative balances in reserve or operating accounts in preparation for FY-2021 initials) in BPS until July 17. A final June 2020 PBL update will occur the week of July 20, 2020.

FY20 Student Technology Fee Allocation
Please provide the final FY-2020 expenses for all projects funded by Student Technology Fee Allocations. Revenue transfers will be made for the lesser of the expenditures to date or the approved allocation amount. Expenses over the approved allocation are the area's responsibility.

Provide the name of the project, fund 148-01 account number (budget-project) and total expenses in the appropriate space on the Budget Office Year End Response Form at the end of this document and submit it to Emily Green by June 26, 2020.

FY-2021 PREPARATIONS:

Faculty Promotion: Information on salary changes due to July and August 2020 faculty promotions will be released by the end of May. Areas will be asked to review their faculty employee information and submit any corrections by 5pm on June 12, 2020. Salary changes are input into HEPPS using this information.

July MSI: A 3% mass salary increase for classified staff effective July 1 will be processed July 3rd. FAQ's will be posted on the Budget Office website.

BPS FY-2021 Start-up: The FY-2021 BPS production site will be available by August 5, 2020. Pete Beeson will send an email to users when the new site is open for use. **Please do not enter any FY-2021 journal vouchers into BPS until you receive that notification.**

Initial FY-2021 PBL distribution tables will be processed the week of August 10, 2020. PBL salary allocation reconciliations will begin after the upload of area PBL tables. Other FY-2021 PBL funding adjustments will occur along with current year allocation and PBL journal vouchers after considerations have been issued in the fall.

Attachments (3)

cc: Budget Office staff
Mollie Holt
Jay Maylor

Budget Office FY-2020 Year-End Closing and FY-2021 Start-up Timeline

DATE	ACTION
May 22	January MSI reconciling adjustments to Chris Jones or Anne-Lise Brooks
June 12	Complete review of July and August 2020 faculty promotion salary increases.
June 18	Position accrual requests due to Anne-Lise Brooks.
June 19	FY-2020 allocation journal vouchers submission deadline to appear on initial June budget statements. Enrollment funding budget coding due to Maggie McFadden.
June 26	Return Budget Office Year End Response Form to Emily Green Carryforward Selection ERP Assessment Option Student Technology Fee Project Expenses
June 26	Final day to make 4th quarter changes to F&A distribution tables in BPS
July 3	Classified staff 3% MSI processed
July 9	Last day to request return of accruals generated during the month of June
July 10	Last day to submit FY-2019 allocation journal vouchers in BPS to appear on final June budget statements. PBL update for June position actions processed in HEPPS posted to BPS and data warehouse.
July 17	Final deadline for FY-2020 PBL adjustments in BPS.
July 20 (week of)	Final FY-2020 PBL update.
August 5	FY-2020 BPS production site created. Pete Beeson will send an email to users when the site is ready for use.
August 10 (week of)	Initial FY-2020 PBL distribution tables will be processed.

Budget Office Year – End Response Form – Return to Budget Office (attn: Emily Green) by June 26 2020.

Area _____

I. CARRYFORWARD OPTION REQUESTED FY-2021

_____   Carry forward all balances at the **account** (budget/project) level

_____   Carry forward all balances at the **area-subprogram level**. All balances will be combined and allocated to object 19 in area reserves by subprogram (budget 94XX). This option affects funds 001-xx, 143-xx, 148-02, 148-03, 148-05, and 148-06.

II. ERP CHARGE OPTION FY-2021

_____   Account Level

_____   One Account Area Level:
               Account Number (budget-project)* _____

The account number must be one that allows objects 00 & 01, and the account must use only one fund. (The fund cannot be 145, 143, or 840

III. Student Technology Fee Project Expenses

Project Name	Budget-Project	Total Expenses for FY 2020

_____
Signature of Dean or Area Administrator

_____
Date