

2016-2017 MINI-CLOSING GRANTS & CATEGORICALS

CAÑADA COLLEGE

Prepared by: Mary Chries Concha Thia

AGENDA

- ▶ Mini Closing Review
- ▶ Retroactive COLA(Cost of Living Increase)
- ▶ Budget Realignment
- ▶ Useful Banner Forms for Monitoring Grants
- ▶ Budget Preparation for year 17-18

Mini Closing Review

April 2017

- April 3 Purchases exceeding **\$20,001** requires an RFQ (Request for Quotations) process.
- April 5 Grant funds clean up
- April 5 Follow up on outstanding invoices (A/R)
- April 7 Labor Distributions review for all permanent employee
- April 12 Forward all approved invoices to A/P for goods or services
- April 12 Procurement Card Expenditure Journals
- April 19 Review of purchase orders status
- April 19 Mileage and other expense reimbursement claim through March 31
- April 19 Travel and Conference Expense Forms for travel through March 31
- April 25 Procurement Card Statement Approval/Scanning in intranet through March

Retroactive COLA

- ▶ If your grant is ending by 06/30/2017, please estimate the COLA. The following would be allocated in May:
 - ▶ CSEA employees – New step, COLA, Bonus, LSI, and respective benefits
 - ▶ Supervisory and Administrators – COLA, Bonus, and benefits
 - ▶ Faculty – We don't know yet and we could assume 3.5% plus benefits
- ▶ The Retro payment will be allocated in June

BUDGET CALCULATIONS FY 16-17 AND FY 17-18

	FY16/17				Benefit	Benefit		FY 17/18 Est	Benefit	Benefit	
	Salary 16/17	COLA 3.83%	1%	Benefit	Rate	Amount		3.5% COLA	rate	Amount	17/18 Total
Administrator	148,000.00	153,668.40	153.67	29.11%	44,732.87			159,046.79	31.11%	49,479.46	
5%		7,683.42	7.68		2,236.64	\$ 9,927.75		7,952.34		2,473.97	\$ 10,426.31
		3.5% Est						3.5% Est			
Faculty	96,500	99,877.50	99.88	36.24%	36,195.61			103,373.21	38.24%	39,529.92	
50%		49,938.75	49.94		18,097.80	\$ 68,086.49		51,686.61		19,764.96	\$ 71,451.56
		7.57%									
Classified	67,200	72,287.04	72.29	48.57%	35,109.82			74,817.09	50.57%	37,835.00	
50%		36,143.52	36.14		17,554.91	\$ 53,734.57		37,408.54		18,917.50	\$ 56,326.04
Student Assistant and Student Tutors											
Hourly Rate	thru Dec 2017			Jan - Dec 2018							
Level B	12.00	13.00		13.00	14.00						

Budget Realignment

- ▶ Realign budget and expenses accordingly
- ▶ Any services provided by June 30th, 2017 need to be paid. If an invoice is not provided by June 30th, please ask for one and we will set it up as a liability.
- ▶ If a payment is processed in June for July services, let us know and it would be set up a pre-payment. C doc or detail information required.
- ▶ Purchase Orders for services that are not completed can be rolled to the following fiscal year. Standing Orders can not be rolled.
- ▶ Any deficits in your grants should be clear before closing 16-17 year

Banner Useful Forms

- ▶ **NBAJOBS** – To look for employee's salary information and labor distribution
- ▶ **FGIENCD** – To look for the balance on POs and encumbrances
- ▶ **FIAVNDH** – Vendor history
- ▶ **FOIDOCH** – Look up checks, invoices, POs, and requisitions
- ▶ **FGAJVCD** – To journal expenses and prepare budget realignments
- ▶ **FGIDOCR** – To look up pro-card information
- ▶ **FGIBDST** – Budget availability
- ▶ **FYABAVL** – Budget report as of today in version
- ▶ **FRIGITD** – Total expenses in a time frame
- ▶ **FYAABAL** – Budget report in excel version

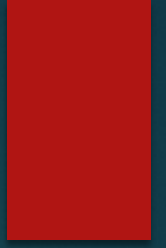
Budget Preparation for year 17-18

- ▶ Budget for the new year should be submitted to the Business Office by July 15th, 2017.
- ▶ Salaries should be estimated with a COLA of 3.5 % increase and benefits should be increase by 2 % from 16-17 year.
- ▶ Steps should be taking into consideration since a new step for classified employees was added.

New Grants and Renewals

- ▶ [Criteria for Decision Making and Intent to Apply Form](#)

QUESTIONS?



Thank you!