



Office of Planning, Budget & Analysis

MEMORANDUM

TO: Branch Directors and Financial Support Staff

FROM: Norma Allen, Associate Director, Office of Planning, Budget and Analysis *na*

DATE: June 23, 2016

SUBJECT: Deadlines - FY16 HED Report of Actuals-Branch Campus Submission

IMPORTANT DATES

- **August 1, 2016** - Branch Campuses will complete the WebFOCUS HED Report of Actuals review for the FY16 Original Budget and FY16 Revised Budget columns and notify OPBA of any discrepancies or problems that exist. These columns should be exactly the same as what was submitted on the HED State Format Budget document dated May 1, 2016. If there are no changes or concerns, please let OPBA know your final review is complete and that no issues were found.
- **August 1, 2016** - Branch Campuses begin to review the FY16 Unrestricted Actuals column for accuracy of Revenues, Transfers, and Expenses.
- **August 15, 2016** - OPBA will email each Branch the manually created Exhibit 1A (Detail of Transfers). If an audit entry should occur that effects a branch transfer, OPBA will send an updated Exhibit 1A to that Branch.
- **August 15, 2016** - OPBA will load the Restricted Actuals. Branch Campuses will be notified when the load is complete and the Restricted activity can be viewed in the FY16 Actuals column.
- **August 15, 2016** - OPBA will load the FTE and Restricted Work Study Actuals data into the system. This data can be viewed in the FY16 Actuals column after OPBA notification that the load is complete.
- **August 15, 2016** - OPBA will load the Beginning Balance data. Upon notification the load is complete, the Beginning Balance and Ending Balance information can be viewed in the HED Report of Actuals WebFOCUS report.
- **August 22, 2016** - Branch Campuses will complete the WebFOCUS HED Report of Actuals review for the FY16 Actuals columns and notify OPBA of any problems. All Budget Unit changes, restricted activity, and/or system change update requests must be provided to OPBA by the end of the business day. If there are no changes or concerns, please let OPBA know your review is complete and that no issues were found.
- **September 15, 2016 (Per the NMHED Calendar)** - Upon final review and approval by the Branch Directors, Branch Campuses are responsible for creating all applicable exhibits/schedules as a pdf and emailing the complete electronic copy of the HED Report of Actuals to NMHED with a copy to Regina Dominguez rmunoz@unm.edu, as well as your OPBA contact person. **Please do NOT email files to NMHED prior to Thursday, September 15, 2016.**

REMINDERS

- Review the Original Budget and Revised Budget columns first, **on or after** July 15, 2016.
- Audit entries may occur at any time after year end close and until the financial statements are completed around the first week of October. Any entries made to Branch Campuses will flow through to the WebFOCUS HED Report of Actuals, however, manually created reports will need to be updated by the Branch.
- The posting date is currently still “to be determined” for the FY16 Foundation Year End spending allocations and may occur after July 19, 2016. These entries will flow through to the WebFOCUS HED Report of Actuals, however, manually created reports will need to be updated by the Branch.
- The WebFOCUS HED Report of Actuals refreshes nightly.

RESOURCES

- Branch Campus HED Report of Actuals Standard Operating Procedures (SOPs) are posted on the OPBA web page <http://budgetoffice.unm.edu/branch-reporting.html> and are located in the Standard Operating Procedures (SOPs section).
- Three helpful HED Report of Actuals SOPs:
 - Branch Campus HED Report of Actuals
 - Branch FYE – Actuals Summary and Detail
 - Report Preparation and Submission Checklist

WebFOCUS RESOURCES

- FOROLDS - Operating Ledger Detail and Summary Report
- FORBCRA - Branch FYE - Actuals Summary and Detail Report

Note: The above reports are available and can be run any time after July 19, 2016 to reconcile year end actuals. They are supplemental reports for internal use only and should help validate the totals in the WebFOCUS HED Report of Actuals exhibits/schedules.

CONTACT LIST

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