

# UAP 7000 Policy

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## Categorization of Reserves (CAR) Main and Branch Campuses Overview

Prepared by: Office of Planning, Budget, and Analysis (OPBA)



# What is UAP 7000?

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- University Administrative Policy 7000 (UAP 7000): Budgets and Reserves <http://policy.unm.edu/university-policies/7000/7000.html>
- Policy 7000 applies to budget management and use of reserves for Current Unrestricted funds
- Reporting requirements
  - Each year, Main Campus departments prepare a UAP 7000 report, in accordance with Regents' Policy 7.20: Budgets and Fund Balances (Reserves), that is then compiled by each VP unit and forwarded to the Office of Planning, Budget, & Analysis for presentation at the October Regents' meeting

# UAP 7000, Sec. 2: Reporting and Review of Current Unrestricted Fund Reserves

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- Each department responsible for Current Unrestricted Funds must categorize their reserves and submit categorization reports to their dean or director during August after the close of each fiscal year
- Categorization reports must be completed using the LoboWeb Finance Categorization of Reserves (CAR) application, ePrint, and MyReports and should include committed, dedicated, and net discretionary reserves for the fiscal year just started

# UAP 7000, Sec. 2: Positive Reserves

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Positive reserves must be categorized according to the following definitions:

**Committed:** Includes funds where a formal, written commitment has been made for their use, for example:

- Signed offer letters for start-up funds
- Documented cost-share requirements
- Direct state appropriations for special projects
- All endowed and non-endowed should be committed
- All course fees should be committed
- Institutional bond debt service payments, etc.

# UAP 7000, Sec. 2: Positive Reserves

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**Dedicated:** Includes funds that have a clear, focused purpose with a documented description and identify the entity/individual making the dedication, for example:

- F&A reserves dedicated by the dean to fund a lab renovation
- Dedicated items must be approved and signed off by a Main Campus EVPs, VP, or Dean

# UAP 7000, Sec. 2: Positive Reserves

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**Discretionary:** The remaining reserves after accounting for all committed and dedicated funds

For a complete listing and description of all Committed and Dedicated category types, please see OPBA's SOP CAR, *Category and Category Type Definitions* at:

<http://budgetoffice.unm.edu/assets/documents/uap/carcategorydefinitions.pdf>

# UAP 7000, Sec. 4: Negative Reserves

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Prior to fiscal year end:

- Department heads must immediately notify their dean or director of estimated deficits as soon as they are aware of the projected deficit
- The dean or director must identify funds to cover deficits, reduce current year budgets, or complete a Deficit Reduction Plan as outlined below
- The department head must also submit a plan for resolving the cause of the deficit

# UAP 7000, Sec. 4: Negative Reserves

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## Deficit Reduction Plans:

- May involve reducing the current year expenditure budget, funding the deficit from another index, or a combination of both strategies
- The deficit reduction can be achieved in one year or over several years as detailed by the Deficit Reduction Plan and entered into the CAR application under the Dedicated category



## UAP 7000, Sec. 6: Monitoring

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Deficit Reduction Plans entered into the CAR application must be budgeted and posted in Banner as proposed in the final approved Deficit Reduction Plan

Per the approved Deficit Reduction Plan, a negative reserve:

- Must be budgeted using a negative 1901 entry and/or
- Cleared by moving funds from another index using a 1903 if within the same fund and program, or with a transfer if from a different fund and program

## UAP 7000, Sec. 6: Monitoring

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- Each VP area will follow-up with its respective units to ensure UAP 7000 compliance
- Please discuss proposed transfers with your VP unit representative before entering them into the CAR application as part of your Deficit Reduction Plan
- More information on budgeting a negative 1901 or processing a transfer can be found on OPBA's website on the SOP tab

# System Access

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Department General Inquiry

Department Budget Developer role

- Self-Service (LoboWeb) Finance
- CAR Application
- Banner ePrint and MyReports

**Reports are NOT real time—they are updated nightly!**

# System Deadlines

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- CAR System Opens on the August First
- Department Deadline
- College/Student Affairs/ Branch/Foundation Deadline
- EVP Deadline
- All Deadlines are listed here:  
<http://budgetoffice.unm.edu/categorization-of-reserves/index.html>

# System Checklists

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Follow the checklists on OPBA's SOP tab

- **Department Checklist** (explains steps required to complete departmental CAR process)
- **College/Student Affairs/Branch/Foundation Checklist** (explains steps required by Colleges, Student Affairs, Branches, and UNM Foundation to complete CAR process)
- **EVP Checklist** (explains steps required by EVP offices to complete CAR process)

# Helpful Resources

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## **UAP 7000**

<http://policy.unm.edu/university-policies/7000/7000.html>

## **OPBA website**

<http://budgetoffice.unm.edu/>

## **OPBA's Categorization of Reserves**

<http://budgetoffice.unm.edu/categorization-of-reserves/index.html>

# Working Sessions

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## **CAR Working Sessions**

Please contact to:

- Provost Office for President's Organizations, Academic/Student Affairs, and Branches
- OPBA Office for EVP for Finance and Administration Units

# Important Contacts

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## **Main Campus Budget Office**

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## **President, Academic/Student Affairs Representatives, and Branches**

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