UAP 7000 Policy

Categorization of Reserves (CAR)

Overview
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.
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.
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.
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 EVP, VP, or Dean
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 102, Category and Category Type Definitions at:

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

- 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

- CAR System Opens on 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
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

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
CAR Working Sessions

There will be two working sessions in August. Please visit OPBA website to check the dates.

http://budgetoffice.unm.edu/categorization-of-reserves/index.html
Important Contacts

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