



Office of Planning, Budget & Analysis

MEMORANDUM

To: Nicole Dopson, Financial Officer, Provost's Office
Thomas Duran, Business Manager, Taos Branch
Jessica Hyden, Accountant 3, President's Office
Rodney Harder, CFO, UNM Foundation, Inc.
Richard Goshorn, Director of Business Operations, Gallup Branch
Kimmerly Kloeppe, Fiscal and Planning Officer, VP Student Affairs
Natalia Koup, Financial Analyst, Budget Operations, OPBA
Andrew Sanchez, Director of Business Operations, Valencia Branch
Justin Walters, Manager, Administrative Operations, VP for Research
Lisa Wismer, Campus Resources Director, Los Alamos Branch

From: Norma Allen, Director, Office of Planning, Budget & Analysis

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Date: June 30, 2017

RE: Main and Branch Campus - VP Unit Fiscal Year 2018 UAP 7000 Policy Review

Each year departments are required to report on Current Unrestricted Fund Balances as outlined in UAP 7000 (http://policy.unm.edu/university-policies/7000/7000.html). Departments are responsible for reading and being familiar with the policy.

Section 4.1 and 4.2 of the policy address deficit balances. Per Section 4.2, "The dean or director must identify funds to cover the deficit or the department's next fiscal year budget will be reduced by an amount sufficient to cover the prior year's deficit. The department head must also submit a plan for resolving the causes of the deficit. Exemption from this process requires written approval from the cognizant vice president with a copy to the Office of Planning, Budget and Analysis."

Departments and colleges are required to use the Categorization of Reserves (CAR) system in Banner Self-Service to categorize their reserves. Departments, colleges, and branches will also detail their Deficit Reduction Plans, if any, in the CAR system. Reserves post on July 18, 2017; the system will open on August 1, 2017.

Listed below are deadlines, procedures, training sessions, and resources that will help departments, colleges, and branches complete the required UAP 7000 policy reporting and review.

FY18 Deadlines

Table with 2 columns: Entity and Deadline. Rows include Departments (August 18, 2017), Student Affairs/Foundation/Colleges/Branches (August 25, 2017), and EVP Provost/EVP Administration (September 01, 2017).

OPBA Website

- Link to OPBA's website: <http://budgetoffice.unm.edu/>
- Link to UAP 7000 Policy information/instructions/templates on OPBA's website: <http://budgetoffice.unm.edu/categorization-of-reserves/index.html>
- Link to Standard Operating Procedures (SOPs) on OPBA's website: <http://budgetoffice.unm.edu/categorization-of-reserves/index.html>

UAP 7000 – CAR Overview for Main and Branch Campuses

Date: August 01, 2017
Time: 10:00 am – 11:30 am
Location: Dane Smith Hall, Room 125

UAP 7000 CAR Working Sessions

Date: August 08, 2017
Time: 9:30 am – 11:30 am
Location: TEC (Building 64), Room 180

Date: August 17, 2017
Time: 1:30 pm – 3:30 pm
Location: TEC (Building 64), Room 180

CC: Norma Allen, Director, OPBA
Regina Dominguez, Budget Officer, OPBA
Kathy Jacques, Financial Analyst, OPBA
Natalia Koup, Financial Analyst, OPBA
Deb Johnston, Budget Analyst, OPBA