

Title	Detailed Operating Budget Report FZRDOBG
Version	1.1
Date	10/30/12
Created by	Claudean Hluchy, Budget Manager, BOR
Edited by	Claudean Hluchy
Copyright	South Dakota Board of Regents
Process Owner	Budget and Finance Modules
Dept/Division	Budget and Finance
Get help with this process	Claudean Hluchy, BOR
Processes	FZRDOBG

Description: Throughout the fiscal year, the need arises for the institutions to monitor their operating budgets in detail. This report gives a two year expenditure history, the base budget, temporary and permanent adjustments, adjusted budget, year-to-date expenditures, available funds, and budgeted and utilized FTE. This report is especially helpful during the final months leading up to year-end when budgets need to be monitored closely; though it can be run any time throughout the year.

Below is a screen shot of the parameters used in the FZRDOBG report. This report prints out by fund and ORG.

Parameter Values

Number	Parameters	Values
01	Institution	BOR
02	Fiscal Year	13
03	Show the Detail	Y
04	Show the fund totals	Y
05	Starting ORGN Number	140801
06	FTE Final Cutoff Date	22-JUN-2012
07	Hours per year	2088

- 01 – Institution: Abbreviation for your institution
- 02 – Fiscal Year: The two digit year that you would like to run this report. Usually this will be the current fiscal year.
- 03 – Show the Detail: I will get into more detail below*
- 04 – Show the fund totals: I will get into more detail below*
- 05 – Starting ORGN: Enter the ORG that you would like to review; anything that rolls up to that ORG will be displayed.
- 06 – FTE Final Cutoff Date: This date should be the start of the first payroll period of the fiscal year you are running the report; typically 6/22/12.
- 07 – Hours per Year: Enter the hours worked for that fiscal year.

***Parameter Explanation:**

Show the Detail: N
 Show Fund Totals: N

Using “N” in both parameters will produce a one page summary of the ORG you are running. It will combine all funds giving just a total for the ORG.

Show the Detail: N
 Show Fund Totals: Y

This version gives a summary of all funds for each individual ORG that is run. Again, this does not give the detailed fund information.

Show the Detail: Y
 Show Fund Totals: N

This report shows each ORG by fund source. At the end of each fund source, it gives a total of that fund source by the “roll-up” or “highest” level of the ORG.

Institution Board of Regents
 Fund Source GENR General Funds
 Organisation 152450 Utilities

	FY11 Actual Exp.	FY12 Actual Exp.	FY13 Adopted Base Budget	FY13Base Transfers Adjustments	FY13Temp. Transfers Adjustments	FY13 Total Budget	FY13 Expenses	FY13 Budget Remaining	FY13 Budget % Remaining	FY13 Budget FTE	FY13 Current FTE
Salaries	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00
Non-Instructional Administrator	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00
Instructional Administrator	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00
Faculty	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00
Graduate Assistants	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00
Professional/Technical	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00
Career Service	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00
Part-time Temporary	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00
Student Labor	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00
Benefits	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00
Total Personal Services	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00
Travel	.00	888.44	.00	.00	.00	.00	.00	.00	.00	.00	.00
Contractual Services	89,299.00	88,410.56	89,299.00	.00	.00	89,299.00	5,479.10	83,819.90	93.86	.00	.00
Supplies & Materials	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00
Grants & Contracts	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00
Capital Outlays	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00
Services Rendered	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00
Total Operating Expenses	89,299.00	89,299.00	89,299.00	.00	.00	89,299.00	5,479.10	83,819.90	93.86	.00	.00
Totals	89,299.00	89,299.00	89,299.00	.00	.00	89,299.00	5,479.10	83,819.90	93.86	.00	.00

Institution Board of Regents
 Fund Source GENR General Funds
 Organisation All Organisations

	FY11 Actual Exp.	FY12 Actual Exp.	FY13 Adopted Base Budget	FY13Base Transfers Adjustments	FY13Temp. Transfers Adjustments	FY13 Total Budget	FY13 Expenses	FY13 Budget Remaining	FY13 Budget % Remaining	FY13 Budget FTE	FY13 Current FTE
Salaries	.00	65,134.45	.00	.00	.00	.00	.00	.00	.00	.00	.00
Non-Instructional Administrator	173,372.88	154,512.88	165,691.00	.00	.00	165,691.00	56,135.20	109,555.80	66.12	1.00	.33
Instructional Administrator	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00
Faculty	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00
Graduate Assistants	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00
Professional/Technical	469,499.14	460,133.96	415,458.00	.00	.00	415,458.00	138,553.78	276,904.22	66.65	8.00	2.65
Career Service	816,772.65	724,901.03	901,259.00	.00	.00	901,259.00	240,369.50	660,889.50	73.33	21.00	5.17
Part-time Temporary	8,234.52	4,034.13	35,585.00	.00	.00	35,585.00	425.94	35,159.06	98.80	3.30	.00
Student Labor	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00

Show the Detail: Y

Show Fund Totals: Y

This version is the most detailed. All fund types are broken out by ORG and the summarized by fund, then they are summarized by ORG, and then they are summarized by all funds and all orgs.

Institution Board of Regents
 Fund Source OTHR Other Funds
 Organization 140801 Library Services

Account	FY11 Actual Exp.	FY12 Actual Exp.	FY13 Adopted Base Budget	FY13Base Transfers Adjustments	FY13Temp. Transfers Adjustments	FY13 Total Budget	FY13 Expenses	FY13 Budget Remaining	FY13 Budget & Remaining	FY13 Budget FTE	FY13 Current FTE
Salaries	.00	14,241.66	.00	.00	.00	.00	.00	.00	.00	.00	.00
Non-Instructional Administrator	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00
Instructional Administrator	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00
Faculty	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00
Graduate Assistants	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00
Professional/Technical	55,366.76	55,376.76	57,374.00	.00	.00	57,374.00	19,344.48	38,029.52	66.28	.50	.21
Career Service	260,631.31	256,976.72	326,519.00	.00	.00	326,519.00	92,025.76	234,493.24	71.82	6.50	2.48
Part-time Temporary	12,127.51	20,559.52	79,142.00	.00	.00	79,142.00	4,770.87	74,371.13	93.97	2.00	.05
Student Labor	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00
Benefits	86,288.21	87,720.19	117,111.00	.00	.00	117,111.00	29,964.99	87,146.01	74.41	.00	.00
Total Personal Services	414,413.79	434,874.85	580,146.00	.00	.00	580,146.00	146,106.10	434,039.90	74.82	9.00	2.74
Travel	6,046.13	12,541.13	17,000.00	.00	.00	17,000.00	2,600.37	14,399.63	84.70	.00	.00
Contractual Services	576,433.72	641,359.56	950,000.00	.00	.00	950,000.00	371,980.42	578,019.58	60.84	.00	.00
Supplies & Materials	3,811.79	2,862.81	8,500.00	.00	.00	8,500.00	752.58	7,747.42	91.15	.00	.00
Grants & Contracts	.00	1,995.00	.00	.00	.00	.00	.00	.00	.00	.00	.00
Capital Outlays	153,584.90	45,624.19	20,000.00	.00	.00	20,000.00	1,858.02	18,141.98	90.71	.00	.00
Services Rendered	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00
Total Operating Expenses	739,876.54	704,382.69	995,500.00	.00	.00	995,500.00	377,191.39	618,308.61	62.11	.00	.00
Totals	1,154,290.33	1,139,257.54	1,575,646.00	.00	.00	1,575,646.00	523,297.49	1,052,348.51	66.79	9.00	2.74

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 Board of Regents

Ver. 102011.03b

Institution Board of Regents
 Fund Source OTHR Other Funds
 Organization All Organizations

Account	FY11 Actual Exp.	FY12 Actual Exp.	FY13 Adopted Base Budget	FY13Base Transfers Adjustments	FY13Temp. Transfers Adjustments	FY13 Total Budget	FY13 Expenses	FY13 Budget Remaining	FY13 Budget & Remaining	FY13 Budget FTE	FY13 Current FTE
Salaries	.00	14,241.66	.00	.00	.00	.00	.00	.00	.00	.00	.00
Non-Instructional Administrator	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00
Instructional Administrator	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00
Faculty	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00
Graduate Assistants	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00
Professional/Technical	55,366.76	55,376.76	57,374.00	.00	.00	57,374.00	19,344.48	38,029.52	66.28	.50	.21
Career Service	260,631.31	256,976.72	326,519.00	.00	.00	326,519.00	92,025.76	234,493.24	71.82	6.50	2.48
Part-time Temporary	12,127.51	20,559.52	79,142.00	.00	.00	79,142.00	4,770.87	74,371.13	93.97	2.00	.05
Student Labor	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00
Benefits	86,288.21	87,720.19	117,111.00	.00	.00	117,111.00	29,964.99	87,146.01	74.41	.00	.00
Total Personal Services	414,413.79	434,874.85	580,146.00	.00	.00	580,146.00	146,106.10	434,039.90	74.82	9.00	2.74
Travel	6,046.13	12,541.13	17,000.00	.00	.00	17,000.00	2,600.37	14,399.63	84.70	.00	.00
Contractual Services	576,433.72	641,359.56	950,000.00	.00	.00	950,000.00	371,980.42	578,019.58	60.84	.00	.00
Supplies & Materials	3,811.79	2,862.81	8,500.00	.00	.00	8,500.00	752.58	7,747.42	91.15	.00	.00
Grants & Contracts	.00	1,995.00	.00	.00	.00	.00	.00	.00	.00	.00	.00
Capital Outlays	153,584.90	45,624.19	20,000.00	.00	.00	20,000.00	1,858.02	18,141.98	90.71	.00	.00
Services Rendered	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00
Total Operating Expenses	739,876.54	704,382.69	995,500.00	.00	.00	995,500.00	377,191.39	618,308.61	62.11	9.00	2.74
Totals for OTHR Other Funds	1,154,290.33	1,139,257.54	1,575,646.00	.00	.00	1,575,646.00	523,297.49	1,052,348.51	66.79	9.00	2.74

Institution Board of Regents
 Organization 140801 Library Services
 Fund Source All Funds

	FY11 Actual Exp.	FY12 Actual Exp.	FY13 Adopted Base Budget	FY13Base Transfers Adjustments	FY13Temp. Transfers Adjustments	FY13 Total Budget	FY13 Expenses	FY13 Budget Remaining	FY13 Budget & Remaining	FY13 Budget FTE	FY13 Current FTE
Salaries	.00	14,241.66	.00	.00	.00	.00	.00	.00	.00	.00	.00
Non-Instructional Administrator	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00
Instructional Administrator	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00
Faculty	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00
Graduate Assistants	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00
Professional/Technical	55,366.76	55,376.76	57,374.00	.00	.00	57,374.00	19,344.48	38,029.52	66.28	.50	.21
Career Service	260,631.31	256,976.72	326,519.00	.00	.00	326,519.00	92,025.76	234,493.24	71.82	6.50	2.48
Part-time Temporary	12,127.51	20,559.52	79,142.00	.00	.00	79,142.00	4,770.87	74,371.13	93.97	2.00	.05
Student Labor	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00
Benefits	86,288.21	87,720.19	117,111.00	.00	.00	117,111.00	29,964.99	87,146.01	74.41	.00	.00
Total Personal Services	414,413.79	434,874.85	580,146.00	.00	.00	580,146.00	146,106.10	434,039.90	74.82	9.00	2.74
Travel	6,046.13	12,541.13	17,000.00	.00	.00	17,000.00	2,600.37	14,399.63	84.70	.00	.00
Contractual Services	576,433.72	641,359.56	950,000.00	.00	.00	950,000.00	371,980.42	578,019.58	60.84	.00	.00
Supplies & Materials	3,811.75	2,862.81	8,500.00	.00	.00	8,500.00	752.58	7,747.42	91.15	.00	.00
Grants & Contracts	.00	1,995.00	.00	.00	.00	.00	.00	.00	.00	.00	.00
Capital Outlays	153,584.90	45,624.19	20,000.00	.00	.00	20,000.00	1,858.02	18,141.98	90.71	.00	.00
Services Rendered	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00
Total Operating Expenses	739,876.54	704,382.69	955,500.00	.00	.00	1,575,646.00	377,151.39	1,198,494.61	76.06	9.00	.00
Totals for 140801	1,154,290.33	1,135,257.54	1,575,646.00	.00	.00	1,575,646.00	523,297.49	1,052,348.51	.00	9.00	2.74

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 Board of Regents

Ver. 102011.03b

Report for all fund and all programs and all origins

	FY11 Actual Exp.	FY12 Actual Exp.	FY13 Adopted Base Budget	FY13Base Transfers Adjustments	FY13Temp. Transfers Adjustments	FY13 Total Budget	FY13 Expenses	FY13 Budget Remaining	FY13 Budget & Remaining	FY13 Budget FTE	FY13 Current FTE
Salaries	.00	14,241.66	.00	.00	.00	.00	.00	.00	.00	.00	.00
Non-Instructional Administrator	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00
Instructional Administrator	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00
Faculty	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00
Graduate Assistants	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00
Professional/Technical	55,366.76	55,376.76	57,374.00	.00	.00	57,374.00	19,344.48	38,029.52	66.28	.50	.21
Career Service	260,631.31	256,976.72	326,519.00	.00	.00	326,519.00	92,025.76	234,493.24	71.82	6.50	2.48
Part-time Temporary	12,127.51	20,559.52	79,142.00	.00	.00	79,142.00	4,770.87	74,371.13	93.97	2.00	.05
Student Labor	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00
Benefits	86,288.21	87,720.19	117,111.00	.00	.00	117,111.00	29,964.99	87,146.01	74.41	.00	.00
Total Personal Services	414,413.79	434,874.85	580,146.00	.00	.00	580,146.00	146,106.10	434,039.90	74.82	9.00	2.74
Travel	6,046.13	12,541.13	17,000.00	.00	.00	17,000.00	2,600.37	14,399.63	84.70	.00	.00
Contractual Services	576,433.72	641,359.56	950,000.00	.00	.00	950,000.00	371,980.42	578,019.58	60.84	.00	.00
Supplies & Materials	3,811.75	2,862.81	8,500.00	.00	.00	8,500.00	752.58	7,747.42	91.15	.00	.00
Grants & Contracts	.00	1,995.00	.00	.00	.00	.00	.00	.00	.00	.00	.00
Capital Outlays	153,584.90	45,624.19	20,000.00	.00	.00	20,000.00	1,858.02	18,141.98	90.71	.00	.00
Services Rendered	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00
Total Operating Expenses	739,876.54	704,382.69	955,500.00	.00	.00	1,575,646.00	377,151.39	618,308.61	62.11	.00	.00
Totals	1,154,290.33	1,135,257.54	1,575,646.00	.00	.00	1,575,646.00	523,297.49	1,052,348.51	.00	9.00	2.74

Important Report Details:

1. The FY12 one-time stipend expense is included in the “salaries” line of the report.
2. Financial aid that does not utilize expenditure authority is being excluded from the expenses in program 8 only. The budget module agreed the account code to be **excluded** would be 766060. The finance module approved a new account code to code financial aid that will be **included** in expenses; 766010.
3. Proper coding is essential to get an accurate report.