First Fridays

with the
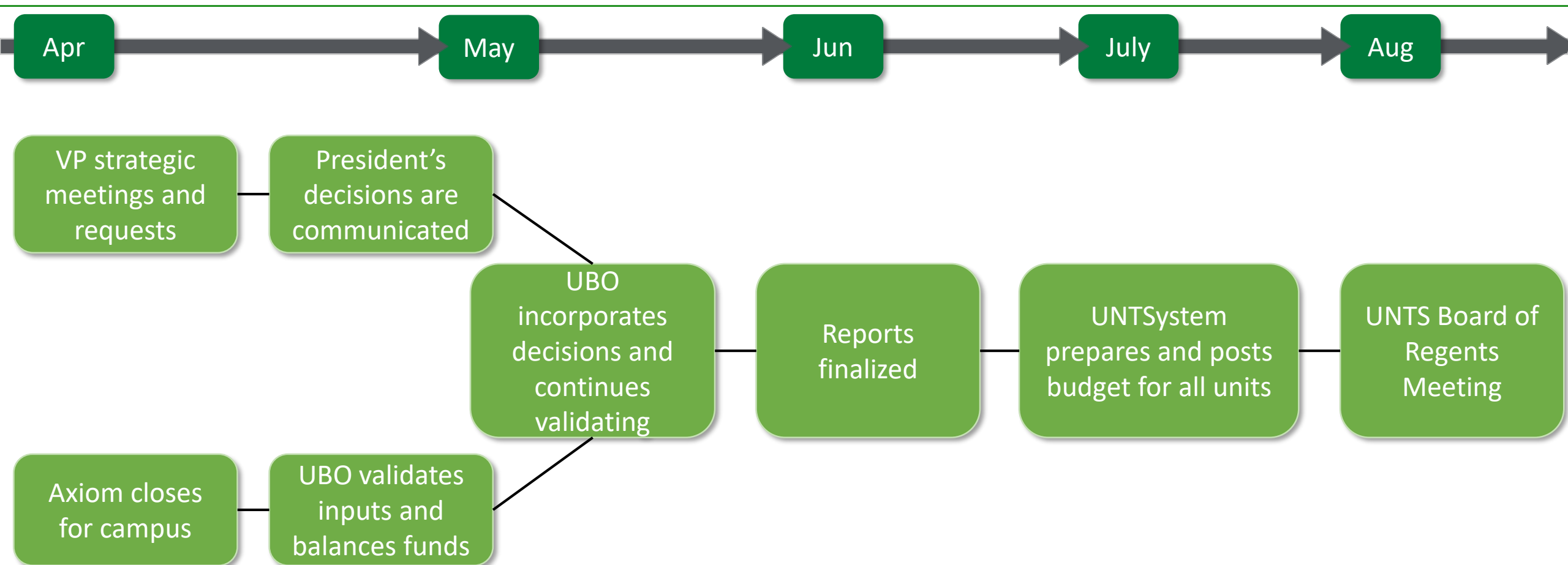
University Budget Office

April 2021

Agenda

- FY22 Budget Timeline and Update

- HEERF Update

- Policy Update w/ Larry Worthy

- Pcard Updates with Cory Ward, UNT System Procurement

- Announcements and Reminders

FY 22 Budget Timeline

Budget Timeline

Apr ——→ May ——→ Jun ——→ July ——→ Aug

VP strategic meetings and requests —— President's decisions are communicated

Axiom closes for campus —— UBO validates inputs and balances funds

UBO incorporates decisions and continues validating —— Reports finalized —— UNTSystem prepares and posts budget for all units —— UNTS Board of Regents Meeting

FY22 Budget Updates

Axiom system will be closing for input

- Users will be getting locked out of access first thing Monday morning (4/12/21).
- Please ensure all changes are made and saved before this.

Next Steps

- UBO will be reviewing to ensure budgets for reasonableness
- i.e. If CLASS – Department of Psychology had $350K of faculty salaries for FY21, then FY22 should be around that same amount
- All budgeted transfers balance

HEERF Update

HEERF update

HEERF (Higher Education Emergency Relief Fund)

- Higher Educational component of broader Federal legislation (vs K-12)
    - CARES (Coronavirus Aid, Relief, and Economic Security) ~ March 2020, $2.2T/ $14.2B HEERF
    - CRRSAA (Coronavirus Response and Relief Supplemental Appropriations Act) ~ Dec 2020, $900B / $22.7B HEERF
    - ARP (American Rescue Plan) ~ March 2021, $1.9T/ $39.6B HEERF
- Administered by the Federal Dept of Education
- Formula-based school allocation
- Divided between emergency student awards and institutional aid
- Status update by component

UNT Policy 10.053, Auxiliary Enterprises

UNT Policy 10.053, Auxiliary Enterprises

- [Policy 10.053, Auxiliary Enterprises](#), provide guidance for the establishment of auxiliary enterprises. This policy helps the university further define these types of enterprises – self-supporting and existing to furnish goods or services to the UNT community.

Pcard updates

Cory Ward, UNT System Procurement

TRACC TEAM

**Travel
Reimbursements
Audit
Company Cards
Concur**

Pcard
pcard@untsystem.edu
940-369-5500, option 6
finance.untsystem.edu/purchasing-card-program

Travel, Reimbursements, Travel cards, Concur navigation
travel@untsystem.edu
940-369-5757
finance.untsystem.edu/travel

- Travel and Pcard teams merged February 2021
- Current focus and direction
  - Eliminating low value steps
  - Creating a culture of Compliance
  - Improving user experience
- Training opportunities

Pcard Best Practices & Reminders

- Best Practice: Review purchasing requirements before making purchase/transaction
- Best Practice: Enter chart strings, attach receipts, Exceptions forms, & Vendor Hold Searches as transactions happen so that you can meet the submission deadline. Review transactions daily or weekly.
- Reminder: Pcard Exception forms must be completed BEFORE the purchase is made and attached the expense as soon as the transaction is available in Concur. Please note, Pcard Exception forms will not be approved after the transaction has already taken place.
- Reminder: Purchases over $500 require that vendor hold search be completed BEFORE the purchase is made and attached the expense as soon as the transaction is available in Concur

Thank you!!

Announcements & Reminders

The Eagle Eye

keeping watch on your inventory

FY'21 Annual Physical Inventory Certification

Inventory begins May 1, 2021 and is due no later than July 31, 2021.

Please prepare now to get yours in early.

Keep watch in the upcoming Eagle Eye issues for helpful information.

Contact Asset Management for assistance.