



MEMORANDUM

TO: Lisa Clough Campus Resources Dir., Los Alamos Branch
Regina Dominguez, Financial Analyst, OPBA
Thomas Duran, Business Manager, Taos Branch
Kate Green, Financial Officer, VP Research and Economic Development
Rodney Harder, CFO, UNM Foundation
Kim Kloeppe, Manager, Div. Support Services, VP Student Affairs
Patty Holland, Supervisor, Fiscal Services, Gallup Branch
Kate Moore, Financial Officer, Provost Office
Andrew Sanchez, Campus Resources Director, Valencia Branch

DATE: July 5, 2011

FROM: Norma Allen, Associate Director, Office of Planning, Budget and Analysis

RE: **Main and Branch Campus – VP Unit Fiscal Year 2012 UBPP 7000 Policy Review**

Each year departments are required to report on Current Unrestricted Fund Balances as outlined in UBPP 7000 (<http://www.unm.edu/~ubppm/ubppmanual/7000.htm>). **Departments are responsible for reading and being familiar with the policy.** This year, changes to the policy were approved by the Regents effective July 1, 2011, including a change to mandatory deadlines.

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 the process requires written approval from the cognizant vice president with a copy to the Office of Planning, Budget and Analysis.”

The Categorization of Fund Balance (CAFB) system in Banner Self-Service is required to be used by departments and colleges to categorize their fund balances. In addition to categorizing their balances, departments, colleges and branches will also detail their Deficit Reduction Plans, if any, in the CAFB system. **The system will open on August 1.**

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

FY12 Deadlines

Departments:	August 26, 2011
Student Affairs/Foundation/Colleges/Branches:	September 8, 2011
EVP Provost/EVP Administration:	September 15, 2011

OPBA Website

Here’s the link to OPBA’s website: <http://www.unm.edu/~budget/>

Here’s the link to the UBPP 7000 Policy information/instructions/templates on OPBA’s website: <http://www.unm.edu/~budget/UBPP7000/>

Here’s the link to Standard Operating Procedures (SOPs) on OPBA’s website: <http://www.unm.edu/~budget/sop/>

UBPP 7000 – Categorization of Fund Balances (CAFB) Overview

Main and Branch Campuses

Date: Wednesday, August 3, 2011
Time: 9:30 to 11:00 a.m.
Location: Dane Smith Hall, Room 125

UBPP 7000 CAFB Working Sessions

Date: Thursday, August 11, 2011
Times: 1:00 – 3:00 pm
Location: EOD/Room 1019

Date: Tuesday, August 16, 2011
Times: 9:00 – 11:00 am
Location: EOD/Room 1019

Date: Wednesday, August 24, 2011
Times: 10 am – 12 noon
Location: EOD/Room 1019

Working sessions are also listed on Learning Central under the Banner Budget Planner menu.
<https://learningcentral.health.unm.edu/plateau/user/login.jsp>

The sessions are open to all Main Campus and Branch Departments.

Please contact me if you have questions or concerns. We appreciate your participation and help with this process.

cc: Andrew Cullen, AVP Office of Planning, Budget and Analysis
Deb Johnston, Budget Analyst, OPBA
Karen Vickers, Budget Analyst, OPBA
Kathy Jacques, Financial Analyst, OPBA