

Budget Balance Available Report – AC0513CP

The **Budget Balance Available** report summarizes the status of the cost center. The columns on this report include:

E-S/Report-ID: AC0513CP Version/Mode : 03.02 / PROD Institution : St Cloud State University				MN State Colleges and Universities General Ledger Accounting System Budget Balance Available by Budget Authority			Date : FEB 6,2008 Time : 08:32:02 Page : 2		
Fund G/L #	Campus	Cost Center	Parent Object Child CC/Object	ORIGINAL BUDGET	Current Budget	Encumbrance	Current Month Activity	Year-to-Date Activity	Budget Balance Available
110- 010000- 073-		210513	GEOGRAPHY						
			Respor						
			9001 Accru						1.00
			9003 Third						0.00
			9151 Person						4.00
			Reven						5.00
			0900 Studen						0.00
			0910 Studen						8.00
			0999 Non S						9.66
			1560 Educational & Instru						
			1870 Other Purchased Serv						
			2011 Service Center Chrg						
			2020 Network Services (Te			0.00			
			2030 Long Distance Teleph			0.00	14.54		
			2110 Private Auto Mileage			0.00	0.00		
			2122 Registration Fees -			0.00	0.00	520.00	
			2130 Living Expense - In-			0.00	0.00	218.98	
			2162 Serv Ctr - Motor Poo			0.00	204.92	1,378.34	
			2190 Meal Without Overnig			0.00	0.00	9.00	
			2199 FICA-In State Meals			0.00	0.00	0.69	
			21						
			30						
			30						
			30						
			30						
			Sub-Total						
			Non-Personnel Sub-Total	25,028.00	40,446.82	62.50	2,702.22	12,526.66	27,857.66
			210513 Total						
			Revenue	0.00	0.00	0.00	0.00	4,935.00	4,935.00
			Expenses	25,028.00	40,446.82	62.50	2,702.22	12,526.66	27,857.66

Original Budget:
Represents the starting point of the budget at the beginning of the fiscal year. It is for reference only and will not change during the year

Current Budget:
Represents the current budget allotment. This may change, as budgets are increased / decreased or transferred between line items.

Encumbrance:
Represents budget set aside for open purchase orders. These have been deducted from the budget balance available.

Current Month Activity:
Summarizes expenses charged to the cost center during the month.

Year-to-Date Activity:
Summarizes expenses charged to the cost center during the current fiscal year. The amounts include current month activity.

Budget Balance Available: Current budget less encumbrances less year-to-date activity. A positive amount generally indicates budget available to spend. A negative amount generally indicates budget overspent. A budget transfer should be submitted to clear up any negatives in the budget balance available column.

Budget Categories

Budgets are categorized into line items identified by object codes.

These four-digit numeric object codes define the types of expenditures and revenues.

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Fund	Campus G/L #	Cost Center	Parent Object Child CC/Object			Balance Available
110-	010000-	073-	210513	GEOGRAPHY		
				Responsible per		
				9001 Accrued Revenue		21.00
				9003 Third Party Obl		0.00
				9151 Personal Property/Service Char		4,914.00
				Revenue Sub-Total	0.	4,935.00
				0900 Student Assistant	1,000.	1,000.00
				0910 Student Salary-Student Help	1,328.	1,328.00
				0999 Non Salary Budget	7,000.	25,529.66
				1241 Service Center - Tel		22.50
				1260 Maintenance Contract		137.50
				1411 Serv Ctr - Printing/	2,000.	673.48
				1412 Service Center Chrg	2,000.	780.56
				1560 Educational & Instru		50.00
				1870 Other Purchased Serv		22.50
				2011 Service Center Chrg		316.11
				2020 Network Services (Te	1,200.	720.00
				2030 Long Distance Teleph		57.79
				2110 Private Auto Mileage		63.08
				2122 Registration Fees -		520.00
				2130 Living Expense - in-		218.98
				2162 Serv Ctr - Motor Poo		1,378.34
				2190 Meal Without Overnig		9.00
				2190 FICA-In state Meals		0.69
				2891 Fees - Includes Perm		3.00
				3000 Supplies & Materials	8,000.00	5,600.97
				3002 Equipment Purchased	2,500.00	1,474.96
				3010 Serv Ctr - Supplies		463.45
				3011 Serv Ctr - Central S		13.75
				Sub-Total	22,700.00	12,526.66
				Non-Personnel Sub-Total	25,028.00	27,857.66
				210513 Total Revenue	0.00	4,935.00
				Expenses	25,028.00	27,857.66

Budgets are maintained according to a "budget authority table."

This means there are certain object codes that have "authority" over others, similar to a parent/child relationship.

The budget is kept in a "parent" object code and the "child" object codes automatically draw their budget from the parent.

In general, object codes are grouped:

- 0xxx Payroll
- 1xxx Services
- 2xxx Fees and Travel
- 3xxx Supplies and Materials
- 4xxx Equipment
- 9xxx Revenue