

Attachment E - FY2022 Review Checklist

Each division must submit this to the Budget Office by COB, Friday, June 3 along with their tracking sheets and any other relevant supporting documentation. The Budget Office will verify that the divisional or college-level business officer has certified this form and will also conduct budget checks.

Division Name: _____ #: _____ Division Certifier: _____ Signature: _____

(IMPORTANT REQUIREMENT: The divisional or college-level business officer MUST CERTIFY that he or she has performed these checks and has confirmed that the proposed salaries are correct and in agreement with UMCP’s salary instructions. To certify this checklist, the DBO/CBO should directly e-mail this completed form to bfa@umd.edu)

Review Item	Documents to Send to Budget Office with this Checklist	Division Comments, as needed	Done?
Salary Checks: (To Be Updated Once USM Salary Guidelines Are Received)			
(Applies to All Funds, All Ledgers)			
1. Verify the Vice President/President have approved the salary increases that are required by the salary guidelines. The “Salary Adjustments” report and the “Salary Summary by Employee - All Positions - % Incr > 10.00” report should help identify the employees who may need further approvals.			
2. Review the “Salary Details by Employee – All Accounts” report for reasonableness, completeness and accuracy as to amounts and funding.			
Budget Checks:			
(Applies to all Budgetable Accounts)			
1. Using the “Subcode Summary” report (all sources of funding), <ul style="list-style-type: none"> • Verify object codes 9926 and 9931 – NM Transfers within division and NM Transfers within department nets to zero for your college/division. 			
2. Using the “Subcode Summary” report (all sources of funding), <ul style="list-style-type: none"> • Verify turnover (object code 2999) is between 2%- 4% of the division’s itemized salary and wages budget plus related fringe benefits (object codes 1011 – 1020 and 2740, 2742, 2744, 2746). If not between 2% & 4%, adjust your turnover budget. 			
3. Using the “Subcode Summary” report (all sources of funding), Verify that the budgets in the following object codes have been eliminated: <ul style="list-style-type: none"> • 1000 - Leave Payout • 2705-2730 – Fringe Benefit actuals • 2755-2774 – Fringe Benefit actuals • 2777 – Other Fringe Benefits • 2793-2796 (VPAF Fringe Pilot Only) • 2995 – Cost Containment • 9922; 9928-9929; 9932; 9939-9941; 9953-9955; 9957; 9959-9960; 9962 			
4. Using “Salary Variance by Position” , for unrestricted funds-Major Fund Source 40, <ul style="list-style-type: none"> • Review position budgets (dollar and FTE) to actuals for reasonableness. 			

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<ul style="list-style-type: none"> • Are all filled positions budgeted both in dollars and FTE in reasonable amounts? • Are vacant positions reasonably budgeted? 			
<p>5. Using the “Detailed Budget” Report (all sources of funding),</p> <ul style="list-style-type: none"> • Review the accounts budgeted for completeness and reasonableness; Checks should include: <ul style="list-style-type: none"> • Are the amounts budgeted reasonable compared to actuals and expected? • Are positions budgeted for both dollars and FTE in reasonable amounts? • Are the amounts budgeted in the object codes where actuals will be recorded? 			
<p>6. Using the “BPM FTE > 1” Report,</p> <ul style="list-style-type: none"> • Verify positions have budgeted FTE of 1 or less. If a position shows up on this report, adjust BPM FTE on the position by moving BPM FTE to another position within your department or another department. 			
<p>7. Using the “Working Budget Changes Summary” Report,</p> <ul style="list-style-type: none"> • Verify the aggregate sum of the funds budgeted expenditures and revenues net to zero. If it does not balance to zero, narrow the support indicator to “1-State Support, then “2-Self-Support”, then “3-Designated”, then “4-Non-Budgeted” to identify the source and then run the “Detailed Budget” report to identify the account(s). 			
(Applies to State Accounts; i.e., Run all Reports with Support Indicator = 1 – State Support)			
<p>8. Using the “Working Budget Changes Summary” report,</p> <ul style="list-style-type: none"> • Agree each column in the row ‘FY21 Final State Base Budget’ on your division’s Attachment F – Working Budget Tracking Sheet to this” report (dollars and FTE) for your division’s state-supported operations. Provide an explanation for any changes made to the tracking sheet after send-out. • Verify revenue object codes (OXXX) agree with expense totals. Each account total should equal zero. This will reflect a balanced budget (revenue equals expense). 	Working Budget Tracking Sheet (Attachment F)		
<p>9. Using the “Subcode Summary” and “Detailed Budget” Report,</p> <ul style="list-style-type: none"> • Verify tuition and fee revenues (including the entrepreneurial programs) have been budgeted as well as the related expenditures. The budgeted revenue should be approximately the most recent year’s actuals (per KFS) plus the tuition percentage increase for the program. Please explain any significant variation. • For entrepreneurial tuition programs, verify the amount budgeted in object code 9936 – Adm O/H Entrprn Prms has been updated to reflect the updated tuition budget and that the adjustment is reflected on your tracking sheet. 			
(Applies to All Non-State, i.e., Run all Reports with Support Indicator = Non State)			

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10. Using the “ Subcode Summary ” and “ Detailed Budget ” Report, <ul style="list-style-type: none"> • Are the accounts budgeted in reasonable amounts given past history (KFS actuals) and known plans? • Does each account's budget net to zero? 			
11. Using the “ Subcode Summary ” Report, <ul style="list-style-type: none"> • Verify that object code 0417–DRIF Allocation balances to zero for your college/division by running the “Subcode Summary” Report. 			
(Applies to Self-Supports Only --- Accounts that Begin with 28, 3 and the Division of Extended Studies)			
12. Using the “ Working Budget Changes Summary ” Report: <ul style="list-style-type: none"> • Agree your division's Attachment G - Self-Support Tracking Sheet(s) to this report both in terms of (dollars and FTE) for your division's self-supported operations. Provide an explanation for any changes made to the tracking sheet after send-out, such as increased volume of activity. 	Self-Support Tracking Spreadsheet (Attachment G)		
13. Using the “Subcode Summary” Report, <ul style="list-style-type: none"> • Verify that object code 9934 – Admin Overhead has been updated. 			