

## **FY20 Year-End Procedures**

**Aug. 25, 2020**

*From the Senior Vice President and Chief Financial Officer for Business Affairs*

Earlier this summer, President Eighmy addressed the pandemic's financial impact on UTSA and the necessary budget expense reductions across every area of the university. While we are comfortable that we are on a solid path going forward, we will continue to monitor key financial indicators until we recognize the actual revenue from enrollment this fall. Prior to the fiscal year-end on Aug. 31, we offer the following reminder about upcoming changes.

### **Carryforward Balances to FY2021**

Cost center balances will carryforward at the end of FY2020 under IRM guidelines.

- Balances will carryforward according to the guidelines shown in the [attached document](#).
- Department managers should communicate with their leadership in September on using these balances for strategic priorities.
- Carryforwards will be loaded in PeopleSoft in early October.

### **Non-Salary Expenditures for FY2021**

- **Externally Funded Expenditures:** All sponsored project spending can proceed.
- **All other expenditures:** As enrollment revenue is still being realized during the month of September, additional approval requirements from the vice president and Resource Management Team (RMT) are still required in September for items costing more than \$2,500 and \$10,000, respectively. This requirement includes operational and capital purchases.
- **Credit cards:** To encourage less restricted but thoughtful spending until final enrollment is known, Procards will re-open with a lower spending limit Sept. 1-30. There will be a limit of \$2,500 per transaction and \$5,000 per month for cardholders. CLIBA cards, which are used for travel and official occasions, will not be re-opened in September. OneCard, the new credit card replacing Procards and CLIBA cards, will be issued by Oct. 1 and can be used for purchasing, travel and official occasions, as allowed by the cardholder profile and current university guidelines. [Email PTCA if you have questions](#) on spending limits or the OneCard.
- **Travel:** No university-sponsored international travel is permitted unless deemed mission-critical or health-critical as approved by [the travel oversight committees](#). This restriction extends through Oct. 31, 2020, with the potential for extension as needed.

### **Salary Expenditures for FY2021**

The process in place for FY2020 will continue into FY2021 until further notice.

- Vice president approval is required, and the requestor must demonstrate critical and essential need. A new form will be available soon to replace the email request. Notification will be sent when available on website. In the interim, continue sending an email requesting approval as done previously. This requirement is for all of the following:
  - Creating new positions
  - Filling vacant positions
  - Any compensation changes
- As a reminder, you do not need to request vice president approval if funded from an external sponsored source (i.e., grants and contracts).

### **FY2021 Original Budgets**

- **Budget Approval:** The Board of Regents approved the FY2021 budget on Thursday, Aug. 20.
- **Original Budgets:** These will be loaded into PeopleSoft prior to Sept. 1.
- Budget Transfers for FY2021 will be limited initially to those required to process eForms and purchase orders, assuming the restrictions provided above have been considered and need to move forward.
- **Please work with your various financial leads across campus and in your SVP/VP office to review your overall budget for FY2021 along with the details of the budget that are provided by the Budget Office in early September to fully understand all changes that occurred before processing budget transfers.** You and your financial leads will determine after sufficient review where immediate budget transfers are needed if necessary.