Budget Officer’s Meeting Minutes
Library 303
March 17, 2015

Attendees: Greg Rainwater, Sheri Ballard, Sarah Caldwell, Tim Stipp, Kate Mendenhall, Deb Shirley, Teresa Steele, Julie Abney, Terri Patterson, Rachel McGinnis, Jennifer Severson, Betty Lewis, Nikki Yost, Becky Harrison, Sue Morris, and Shirley Mitchell

The meeting began at 1:30 p.m.

Jennifer Severson shared the following:

- Reminders for Fund/Org Code combinations and Program Codes: A- funds require an operating org code while other funds require the non-operating org code. When submitting money received reports, the program code for revenue is 001. Jennifer provided the Program Code Guidelines which can be found in the handout section.

Sarah Caldwell shared the following:

- Accounts Payable has received notices on occasion from Adelman Travel that the University has reached its credit limit. To prevent this, the invoices from Adelman should be paid in a timely manner (not waiting until travel is in progress or completed).

- If the budget template shows that fringe savings is in deficit, make sure funds are moved during the budget process to cover the deficit.

- Check Salary Savings spreadsheets for accuracy.

There were no responses when Greg asked if there were questions concerning the budget templates.