UNC SCHOOL OF GOVERNMENT

Budgeting & Reconciliation for EIs

June 12, 2024

Agenda

- SOG Businesses
- Funding sources at UNC
- General budgeting tools and resources
- Reconciliation tools and resources
- Peer sharing: DFI
- Planning for future meetings

Three Businesses, One School

THREE BUSINESSES, ONE SCHOOL

UNC School of Government

- Established in 1931 as the Institute of Government, the School provides educational, advisory, and research services for state and local governments. The School carries out its mission through three separate but related avenues: teaching, research and writing, and advising. Each of these avenues is supported through a unique mix of funding.

University

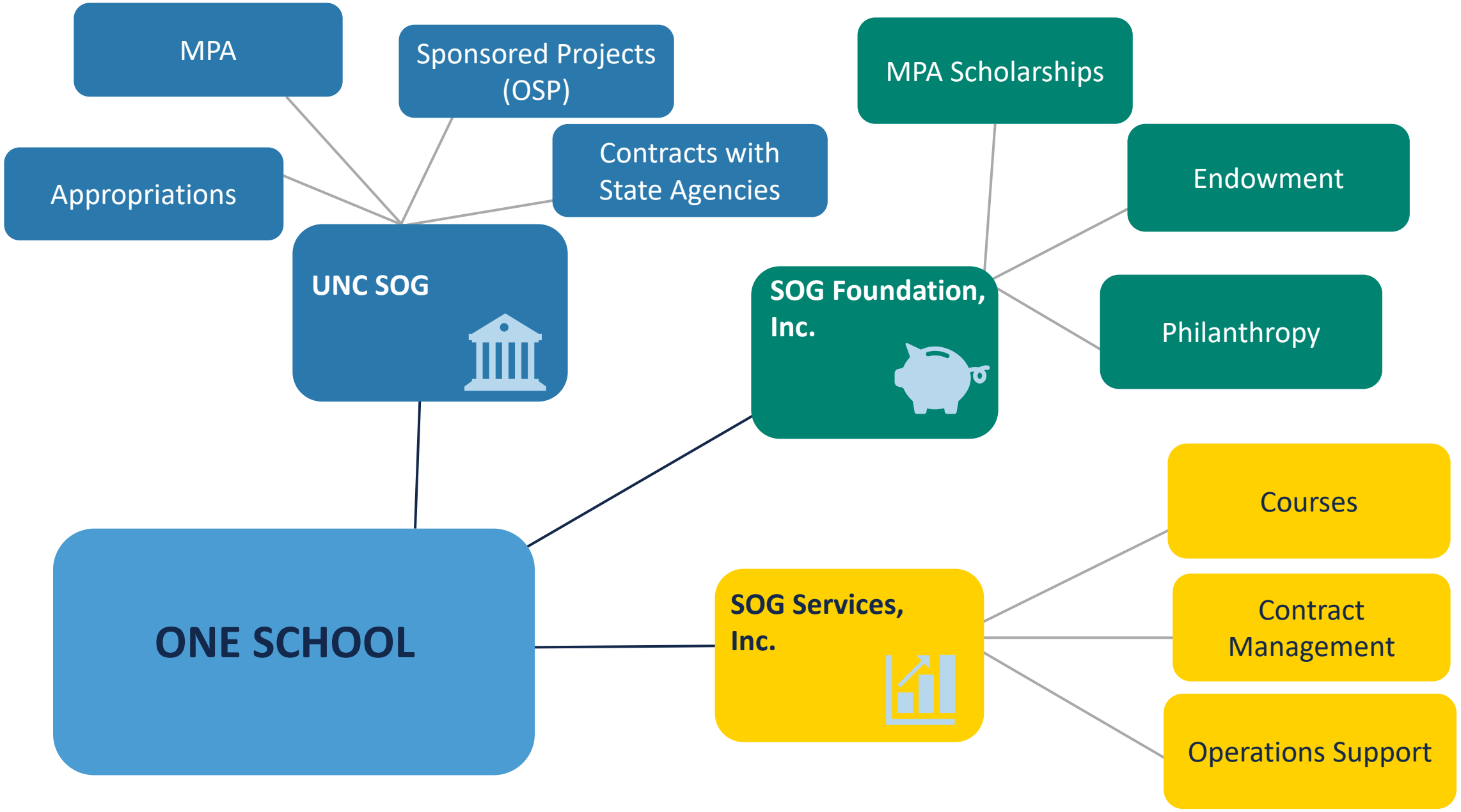
School of Government Foundation, Inc.

- Established in 1996 to help strengthen financial support for faculty teaching and research, statewide education programs, student scholarships, staff development, and general operating needs. Funding for The School of Government Foundation is provided through gifts from private donors in support of the School, as well as membership dues paid by local governments in North Carolina.

School of Government Services, Inc.

- Established in 2021, SOGS assists faculty and staff at the UNC School of Government in carrying out its important mission: to improve the lives of North Carolinians by engaging in practical scholarship that helps public officials and citizens understand and improve state and local government. It is a non-profit corporation and an official associated entity of the School of Government at The University of North Carolina at Chapel Hill. Funding for School of Government Services, Inc. is provided through course registration fees and contracts for services.

Associated Entities

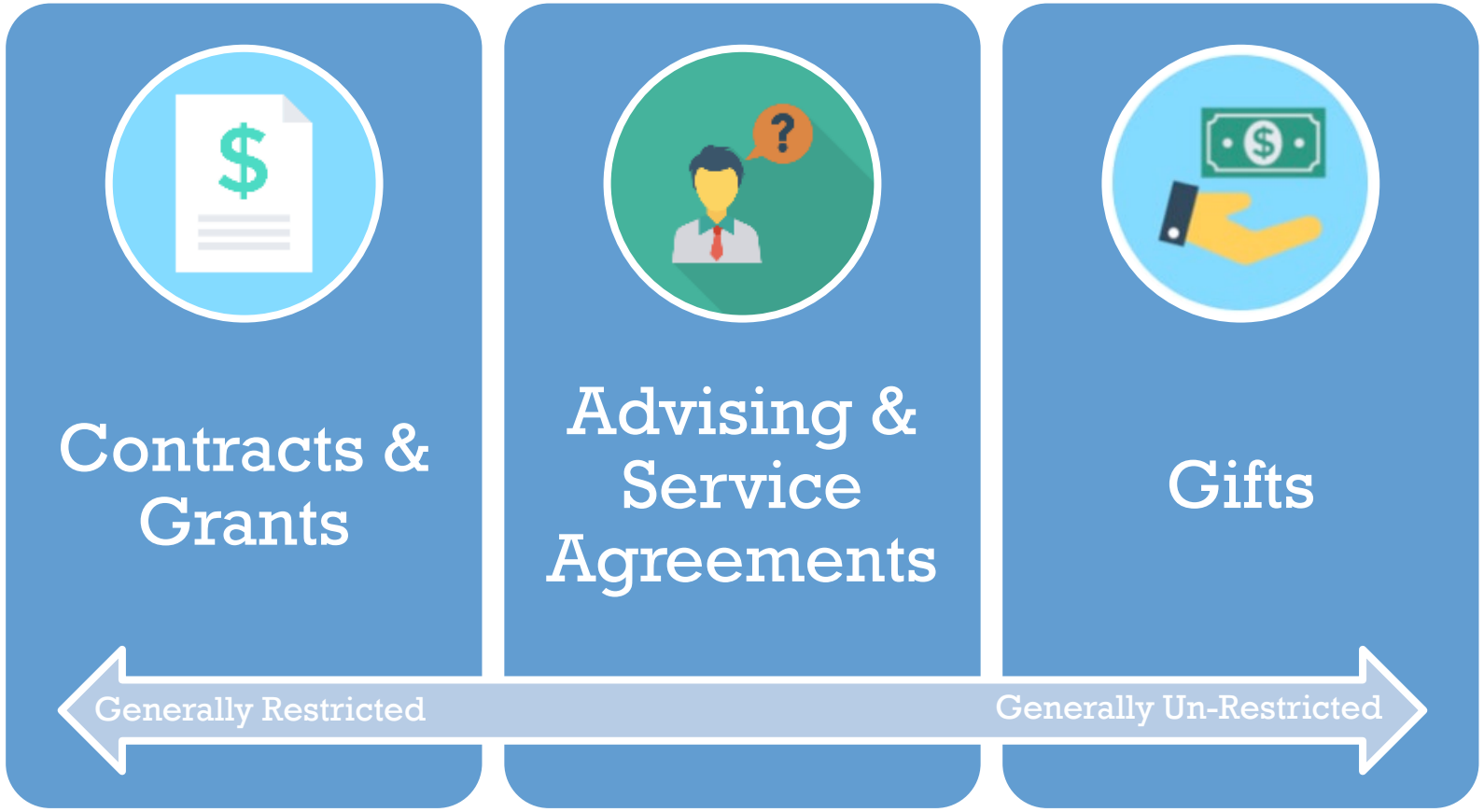

MPA
Sponsored Projects (OSP)
Appropriations
Contracts with State Agencies
UNC SOG
MPA Scholarships
Endowment
SOG Foundation, Inc.
Philanthropy
ONE SCHOOL
SOG Services, Inc.
Courses
Contract Management
Operations Support

The Universe of Project Funding at SOG

How do I budget for a project?

- It's complicated…
- Key considerations:
  - Type of funding
  - The nature of the work

Funding Types



Funding Types

Key differences

- Who is the sponsor or funder?
- Is there a contract? And who signs it?
- Who manages and approves spending?
- How do we calculate indirect costs (aka overhead aka F&A)?
- Is the project fixed-price or cost reimbursable?
- Is there revenue for the School of Government?

Funding Types

Who is the sponsor or funder?

Contracts & Grants

- Government agencies (local, state, and federal)
- Nonprofit orgs
- Foundations
- Industry groups

Advising & Service Agreements

- Local & state governments
- Industry groups
- Private companies

Gifts

- Foundations
- Individuals
- Private companies

Funding Types

Is there a contract? Who signs it?

Contracts & Grants

- Signed research agreements with contractual obligations
- Signed by UNC Vice Chancellor for Research or designee (OSP)

Advising & Service Agreements

- Revenue-generating advising and services (non-research)
- Contract is signed by SOG Dean
- Contracts under $100k

Gifts

- Donations given voluntarily without contractual obligations*
- Gift agreement signed by donor

Resource: Identifying Funding Opportunities: Gift or Grant?

Funding Types

Who manages and approves spending?

Contracts & Grants

- UNC Office of Sponsored Projects

Advising & Service Agreements

- SOG

Gifts

- SOG

Funding Types

How do we calculate indirect costs?

Indirect costs = university costs that are associated with a sponsored project but cannot always be specifically identified with the project (i.e. buildings, equipment, interest on debt, O&M, general administration, etc.)

Contracts & Grants

- Federally negotiated rates
- Calculated on total direct costs:
  - 55% for research
  - 36% for other sponsored activities

Advising & Service Agreements

- Flexible

Gifts

- NA

Funding Types

Is the project fixed-price vs. cost-reimbursable?

Fixed price = the project sponsor pays the University a fixed amount regardless of costs incurred
Cost-reimbursable = the project sponsor reimburses the University for actual costs incurred over the course of the work

Contracts & Grants

- Defined in the contract
- In most cases, cost reimbursable

Advising & Service Agreements

- Fixed price

Gifts

- NA

Funding Types

Is there revenue for the School of Government?

Contracts & Grants

- Sometimes:
  - F&A: the SOG gets 19% of total F&A collected
  - Residuals: for fixed-price contracts only

Advising & Service Agreements

- Yes

Gifts

- Yes

Funding Types

Who can help me?

Contracts & Grants

- SOG Grants Manager (Sherrie Baldwin)

Advising & Service Agreements

- Financial Analyst (Traci Forchette)

Gifts

- SOG Advancement Team
- Foundation Accountant (Beth Crutchfield)

General Budgeting Tools and Resources

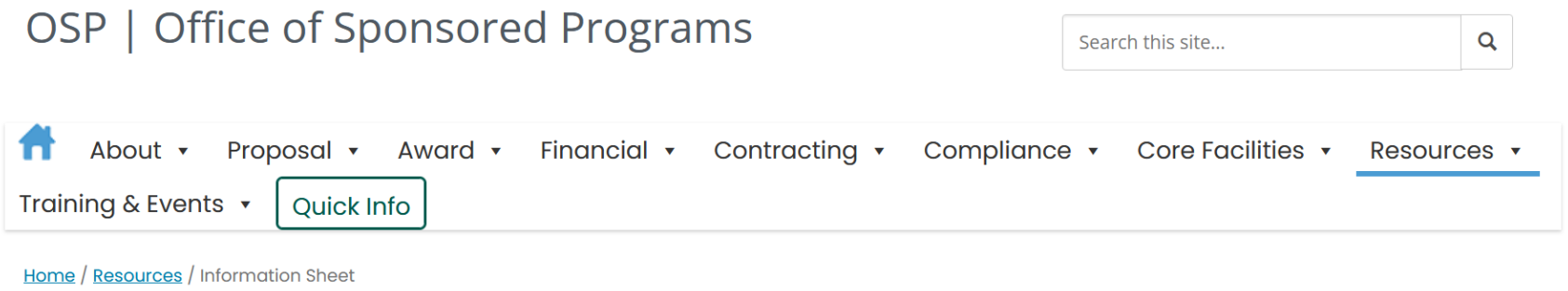
Budgeting

- Estimate the actual costs of a project to the best of your ability

- Direct Costs
  - Salary (percent effort)
  - Benefits
  - Travel
  - Subcontractors and Consultants
  - Meeting & Participant Expenses
  - Supplies, printing, communication, etc.
  - SOG Support (IT, publications)*
- Indirect Costs = Facilities and Administrative costs

OSP Information Sheet

YOUR ONE STOP SHOP FOR COMMONLY REQUESTED PROPOSAL INFORMATION



- Indirect Cost Information
- Fringe Rates
- Audit/financial statements
- Identification numbers (DUNS, EIN, etc)
- Policies
- And more!

Federal Uniform Guidance

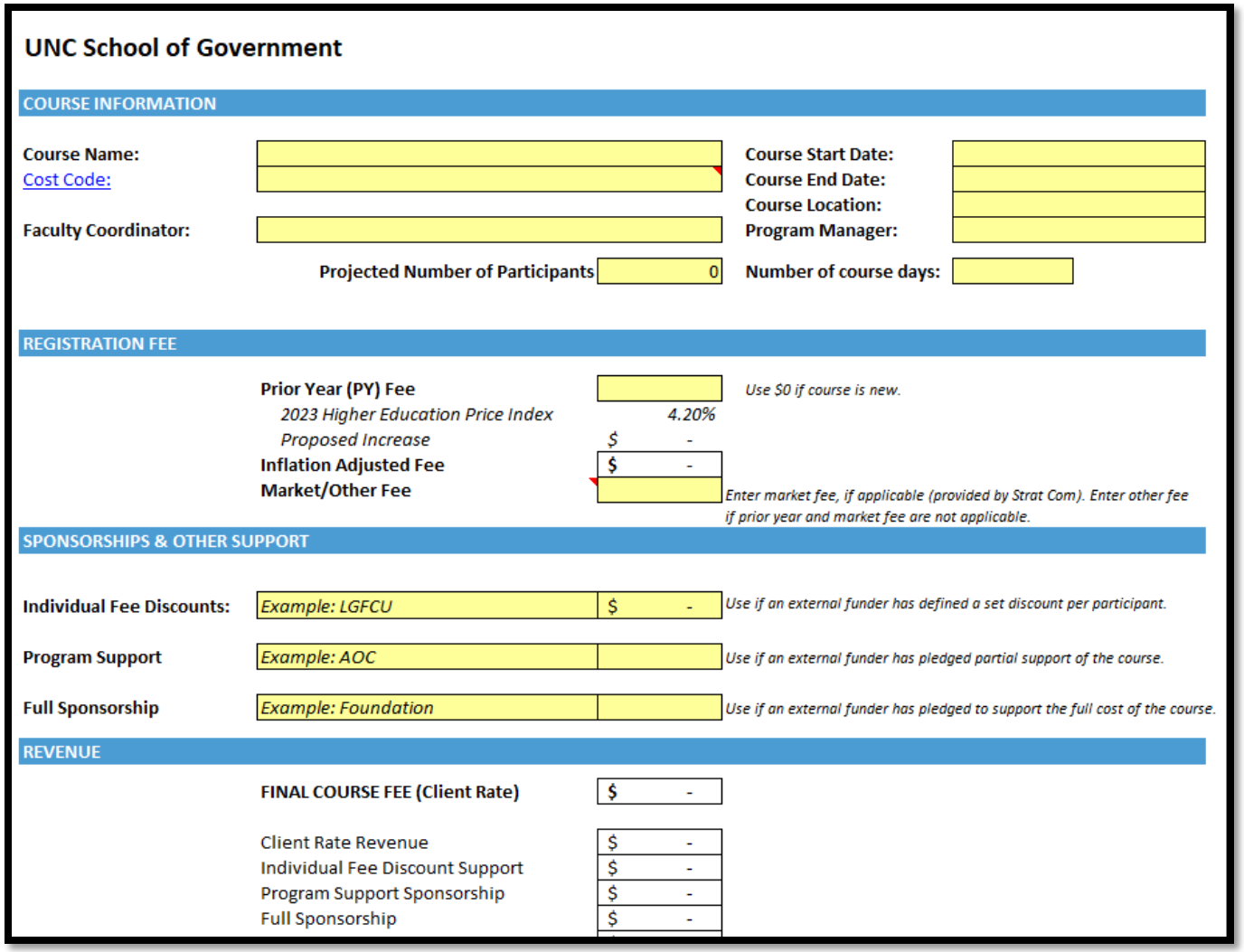
2 CFR 200 SUBPART E - COST PRINCIPLES

Allowable	Reasonable	Allocable
• Necessary for the performance of the award	• Does not exceed that which would be incurred by a prudent person under the same circumstances	• Incurred specifically and is necessary for the award • Benefits the award and can be distributed in reasonable proportions

SOG Project Budget Template

SOG PROJECT					
Project Dates:					
Number of months:	6				
PERSONNEL & BENEFITS		Average ANNUAL Salary over year 1	Project FTE % in Year 1	TOTAL - Year 1	New Fringe Rate Categories effective 02/01/2024
Direct Labor: Full-time UNC employees					Faculty TSERS
Lead PI		$206,000	10.0%	$ 20,600	Faculty ORP
Research Associate		$66,950	6.9%	$ 4,592	SHRA/EHRA Non Faculty
Project Manager		$66,950	7.0%	$ 4,687	
Project Manager		$66,950	40.7%	$ 27,275	
Direct Labor: Temp Labor	Hourly Wage	Number of Hours on this Project			**Account Codes**
Grad Student	$20.00	50		$ 1,000	515210 - State Retirement (TSERS)
Direct Labor: Graduate/Undergraduate Students	Hourly Wage				515410 - ORP - TIAA Retirement
Undergraduate Student	$15.00	50		$ 750	515420 - ORP - TIAA Health Plan Benefits
Subtotal Direct Labor				$ 58,904	
Fringe Benefits & Medical					
Fringe Benefits: Faculty -TSERS	34.510%			$ 7,109	
Fringe Benefits: Non-faculty	36.910%			$ 13,492.09	
Medical (sum of FTE% x rate)	$7,557.00			$ 4,882	
Social Security+Medicare for Temps	9.490%			$ 95	
Undergraduate and Graduate Student Fringe Benefits	1.840%			$ 14	
Subtotal Fringe Benefits & Medical				$ 25,592	
TOTAL PERSONNEL & BENEFITS				$ 84,496	
OTHER DIRECT COSTS				TOTAL	
Domestic Travel				$ 200	
527000 Communications/Postage				$ 500	

SOG Program Budget Template



UNC School of Government

COURSE INFORMATION

Course Name:		**Course Start Date:**	
Cost Code:		**Course End Date:**	
		Course Location:	
Faculty Coordinator:		**Program Manager:**	
Projected Number of Participants	0	**Number of course days:**	

REGISTRATION FEE

Prior Year (PY) Fee		*Use $0 if course is new.*
2023 Higher Education Price Index	*4.20%*	
Proposed Increase	$ -	
Inflation Adjusted Fee	$ -	
Market/Other Fee		*Enter market fee, if applicable (provided by Strat Com). Enter other fee if prior year and market fee are not applicable.*

SPONSORSHIPS & OTHER SUPPORT

Individual Fee Discounts:	*Example: LGFCU*	$ -	*Use if an external funder has defined a set discount per participant.*
Program Support	*Example: AOC*		*Use if an external funder has pledged partial support of the course.*
Full Sponsorship	*Example: Foundation*		*Use if an external funder has pledged to support the full cost of the course.*

REVENUE

FINAL COURSE FEE (Client Rate)	$ -
Client Rate Revenue	$ -
Individual Fee Discount Support	$ -
Program Support Sponsorship	$ -
Full Sponsorship	$ -

Student Funding

Check the Business Office Microsite for detailed information on RAs & GAs:

- Work Requirements
- Cost to Hiring Department
- Student compensation and benefits

Reconciliation Tools and Resources

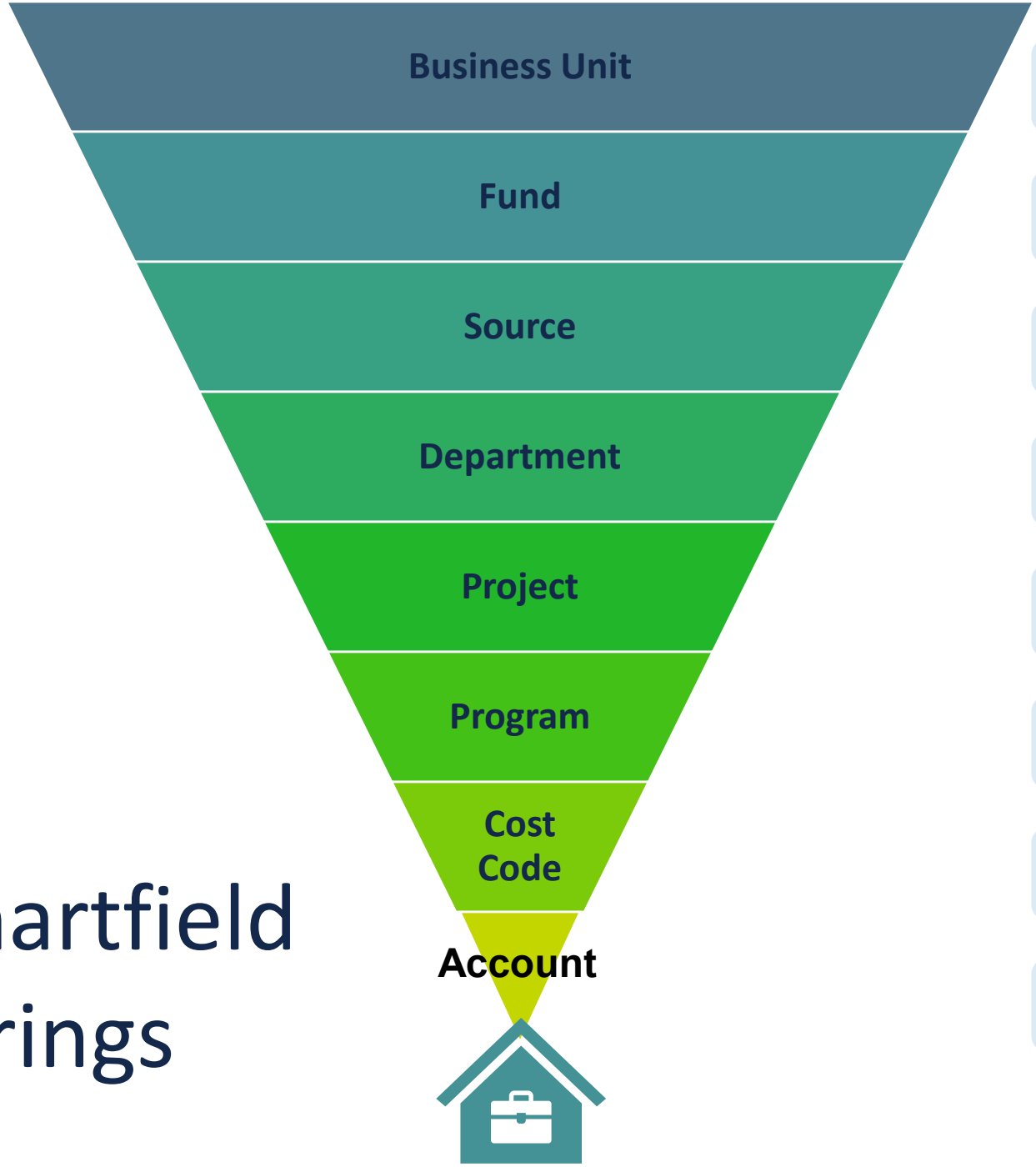
What is reconciliation?

“HOW YOU PAY FOR IT MATTERS”

Is everything is ‘in it’s place’?

Are all costs assigned to a particular funding source accurate and appropriate?

Chartfield Strings



CHGOV	SOG Foundation
29930	Unrestricted
G5002	SOG General Operating
375505	ncIMPACT
N/A	Not a grant
GCA10	Carolina Across 100
GCX100PRO2	Program 2
522922	Independent Contractor

BUSINESS AND ACCOUNTING SYSTEMS

WE LIVE IN A WORLD OF MULTIPLE SYSTEMS AND SOFTWARE

UNC

Peoplesoft for Finance and HR

Ramses for grants (OSP)

Concur for Travel & Expenses

BOA Works for Pcard

Infoporte for reporting

SOG Services, Inc

Quickbooks for Finance

Gusto for HR

Learning Stream for Course Registrations

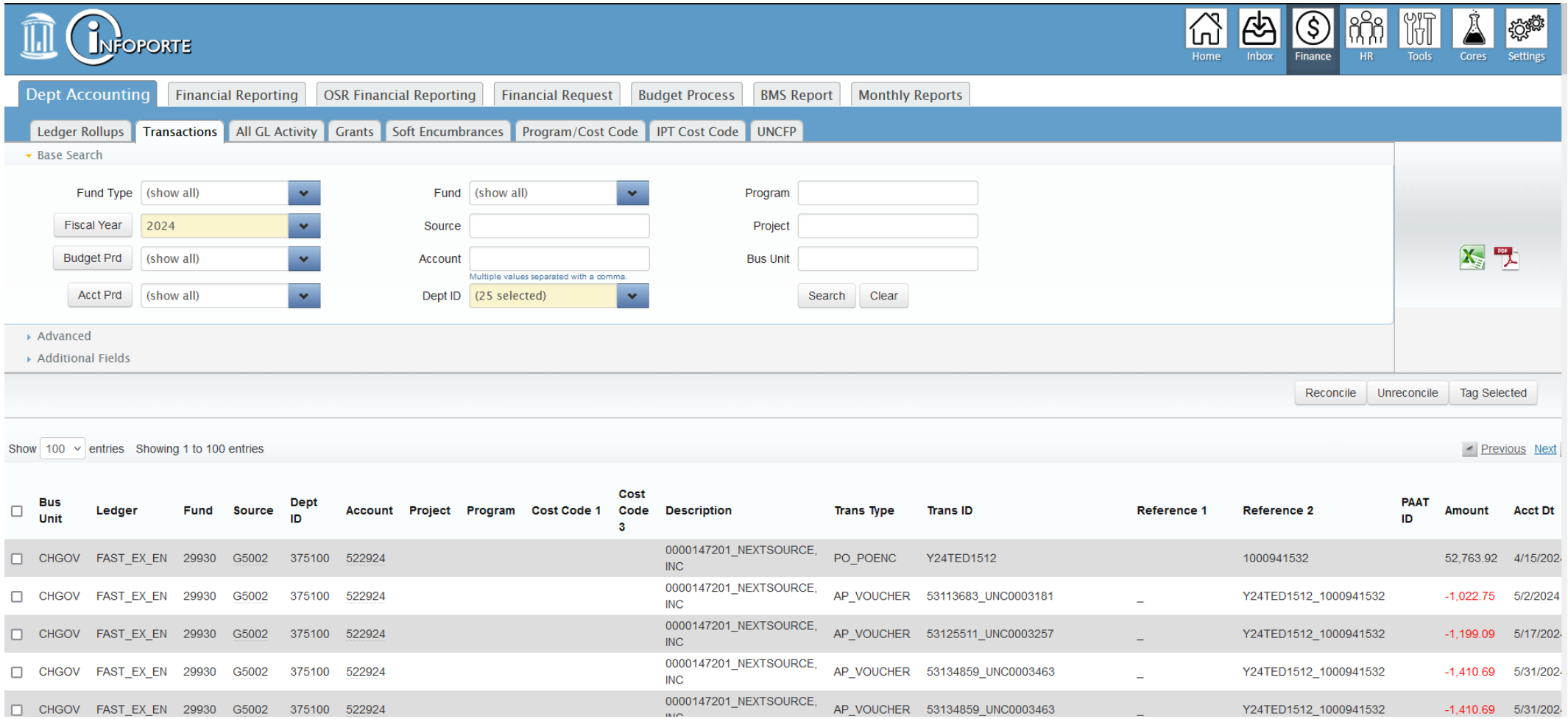
Ramp for Credit Cards

SOG Foundation

Peoplesoft for major gifts and endowments

Davie for proposal and prospect tracking

Infoporte



Bus Unit	Ledger	Fund	Source	Dept ID	Account	Project	Program	Cost Code 1	Cost Code 3	Description	Trans Type	Trans ID	Reference 1	Reference 2	PAAT ID	Amount	Acct Dt
CHGOV	FAST_EX_EN	29930	G5002	375100	522924					0000147201_NEXTSOURCE, INC	PO_POENC	Y24TED1512		1000941532		52,763.92	4/15/202
CHGOV	FAST_EX_EN	29930	G5002	375100	522924					0000147201_NEXTSOURCE, INC	AP_VOUCHER	53113683_UNC0003181	_	Y24TED1512_1000941532		-1,022.75	5/2/2024
CHGOV	FAST_EX_EN	29930	G5002	375100	522924					0000147201_NEXTSOURCE, INC	AP_VOUCHER	53125511_UNC0003257	_	Y24TED1512_1000941532		-1,199.09	5/17/202
CHGOV	FAST_EX_EN	29930	G5002	375100	522924					0000147201_NEXTSOURCE, INC	AP_VOUCHER	53134859_UNC0003463	_	Y24TED1512_1000941532		-1,410.69	5/31/202
CHGOV	FAST_EX_EN	29930	G5002	375100	522924					0000147201_NEXTSOURCE,	AP_VOUCHER	53134859_UNC0003463	_	Y24TED1512_1000941532		-1,410.69	5/31/202

RAM Reports

THE UNIVERSITY of NORTH CAROLINA at CHAPEL HILL RAM **Project** > **Summary**

Project Summary

Date of Report 06/12/2024

Project ID	5130993		
Project Title	SUBCON:VIRGINIA POLYTECHNIC IN		
Award	A24-0870-001	**Project Status**	Open (O)
Award Title	A Twenty-Year Review: Revisiting the Drinking Water and	**Budget Dates**	01/01/2024 - 03/31/2025
PI Name	Thompson,Austin Howell	**Project Dates**	01/01/2024 - 03/31/2025
Sponsor	5835 - Appalachian Regional Commission	**Project Type**	Federal (FED)
Sponsor Award #	CO-21646-24	**F&A Rate Type**	On Campus - Organized Research (OR)
Department	375700 - SOG Environmental Finance Ctr	**F&A Base (Rate %)**	MTDC (10.0%)

Financial | Personnel | Personnel Totals | Personnel Monthly | Monthly Reports

Financial Info

FY 2024 **Period** 12-June Apply Download

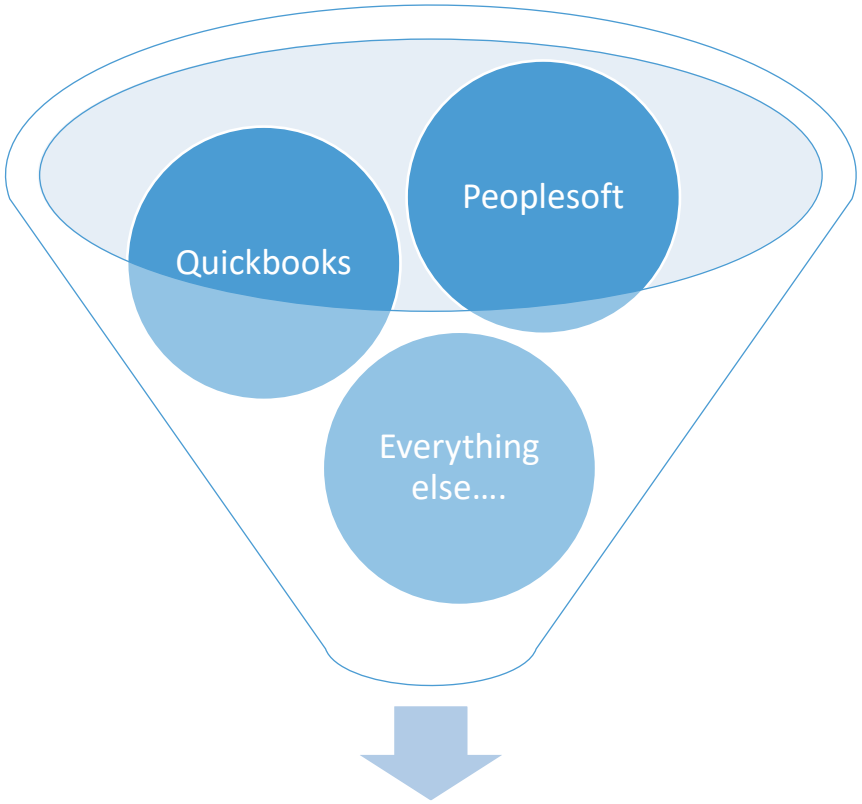
Category	Budget	Expense MTD	Expense FYTD	Expense LTD	Current Balance	Pre-Enc / Encumbrance	Payroll Projection	Projected Balance
Other	100,000.00	0.00	0.00	0.00	100,000.00	0.00	0.00	100,000.00
Subcontracts	100,000.00	0.00	0.00	0.00	100,000.00	0.00	0.00	100,000.00
Direct Expense	100,000.00	0.00	0.00	0.00	100,000.00	0.00	0.00	100,000.00
Indirect Expense	2,500.00	0.00	0.00	0.00	2,500.00	0.00	0.00	2,500.00
Total Direct and Indirect	102,500.00	0.00	0.00	0.00	102,500.00	0.00	0.00	102,500.00
Grand Total	102,500.00	0.00	0.00	0.00	102,500.00	0.00	0.00	102,500.00

TarHeel Reports

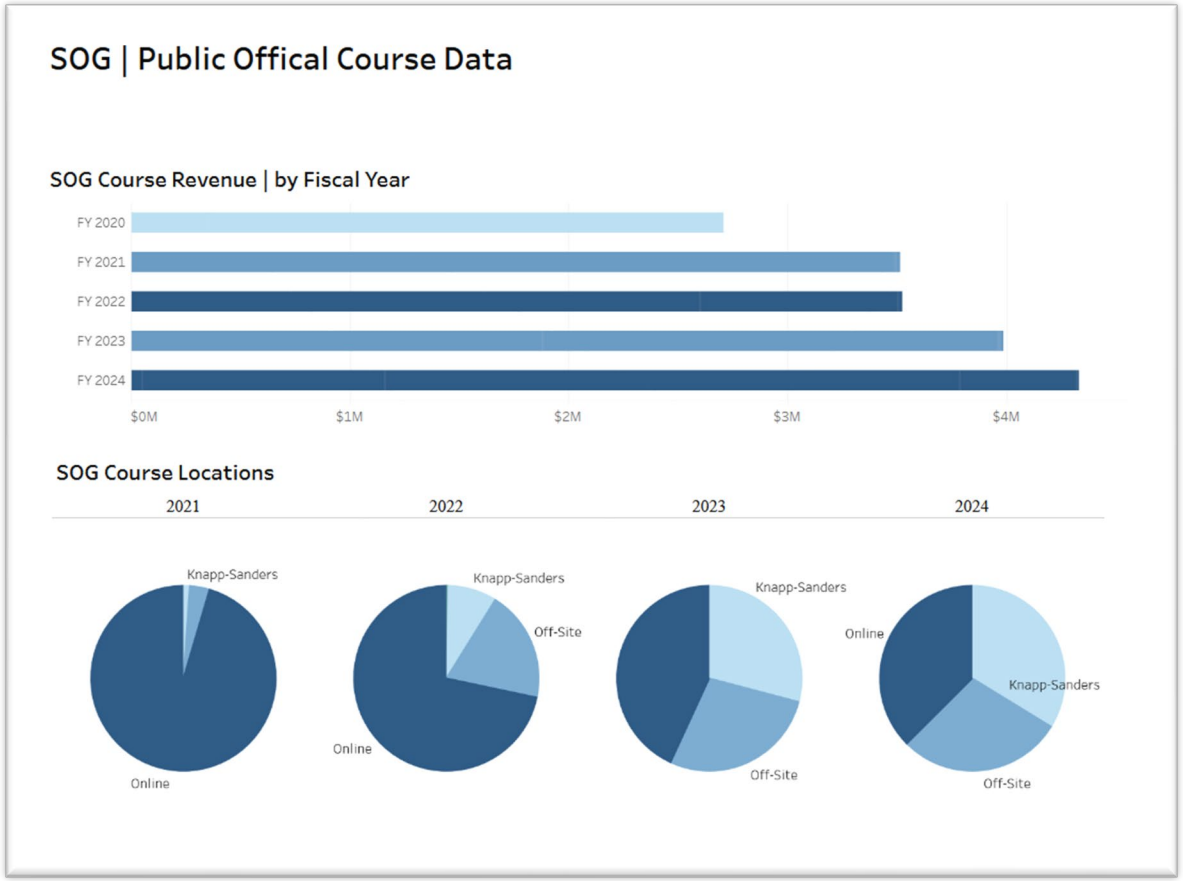
Top suggested reports

Comprehensive Financial Summary	Fund and cash balances, and revenue and expenses, by source from the GL Actuals ledger
G/L Fund Balance	Fund balances based on the GL Actuals ledger
Income Statement	Balances of revenue and expense accounts per accounting period
Salary Alignment	FTE salary for employees as well as market rates and ranges for SHRA and EHRA non-faculty positions
Employees	Employee information including important dates
Hires	Hire actions for employees during a selected period of time. Note: this is for hires entered in ConnectCarolina since October 1, 2014.
Affiliate	Information on all active affiliates or affiliates who were terminated within the last year. Users can track start and end dates for affiliates, so that originators can end or extend University affiliations (such as One Card access and email aliases).
Comprehensive Class	Class information used by users across campus
RAM Reports	Research Administration Management (RAM) Reports were developed through a partnership with the Office of Sponsored Research (OSR) and Information Technology Services (ITS) to provide an improved tool to manage sponsored project financials.

Putting it all together…



TABLEAU



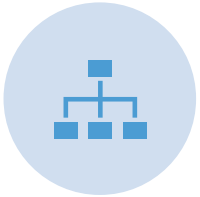
Your Tools

Internal budgets

Pay Plan or Pay Allocation Tool

Proposal Pipelines

Business Plans

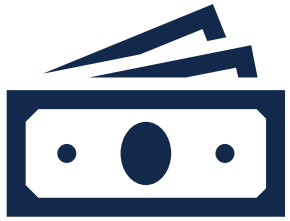


Project Management & Tracking systems: Monday.com and Salesforce

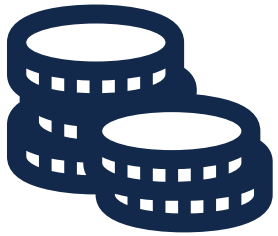
Let’s see how DFI puts it all together

Looking forward

What's next?



Budget process for FY25



New Director of Budget & Finance

Future meetings?