

Faculty Financial Statement Guide

Total Recap

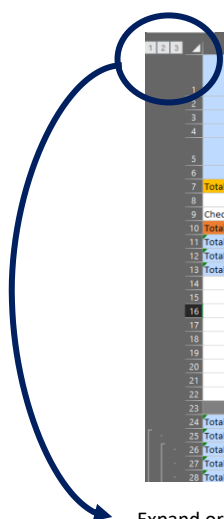
The Total Recap page provides faculty with the overall account balance, including actual expenses that have been incurred, projected expenses that are to come and estimated balance. It will also include general comments for additional context or clarification to the financial statement.

School of Engineering			General Comments	
Non-Grant Fund Statement			6	
Faculty Name				
Dept Code				
FY24				
Oct YTD				
Project Name/Description			Incidentals	Startup
Fund Expiration			NA	6/30/2027
Fund Code				
Project Code				
2	Actuals	Previous Year Annual Budget	\$5,144.57	\$305,207.42
		Previous Year Total Expense	\$4,838.58	\$84,028.41
		Previous Year Ending Balance	\$305.99	\$221,179.01
		Fiscal Year Budget		
		Fiscal Year Starting Budget	\$305.99	\$221,179.01
		New Allocation	\$2,427.00	
		Fiscal Year Expense		
		Personnel Expense (Salary & Benefits)	\$0.00	\$43,374.08
		Supplies & Services	\$0.00	\$209.88
		Travel & Operating Expense	\$0.00	\$3,007.24
Recharge Sales and Services	\$0.00	\$0.00		
Other Expenses	\$0.00	\$0.00		
Total Expense	\$0.00	\$46,591.20		
Total Actuals	\$2,732.99	\$174,587.81		
3	Projected	Projected Expense/Allocation		
		Student Assistant Salary & Benefit	\$0.00	\$0.00
		Graduate Student Researcher Salary & Benefits		\$6,201.47
		Tuition and Fees		\$8,932.00
		Faculty Salary & Benefit		\$0.00
		Staff Salary & Benefit		\$0.00
		Supplies & Services	\$0.00	\$0.00
		Travel & Operating Expense		\$569.36
		Recharge Sales and Services		\$0.00
		Other Expenses		\$0.00
Projected Allocation				
Total Projected	\$0.00	(\$15,702.83)		
Projected Balance through End of FY	\$2,732.99	\$158,884.98		
			5	
			6	

Projected Expenses			
Expense Type	Project Name	Estimate	Expense Notes
Personnel Expense	Graduate Student Researcher Salary	Startup	\$6,201.47 Fall 2023 GSR Salary
	Tuition and Fees	Startup	\$8,932.00 Tuition and Fees (GSR)
			\$0.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
Non-Personnel Expense	Travel & Operating Expense	Startup	\$175.00 RITM0301591 - HFES Conference Registration
	Travel & Operating Expense	Startup	\$394.36 RITM0314007 - FFES2023 Conference Travel
			\$0.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00

- Fund/Project Description:** This area identifies the name or description of the fund or project (Ex: Incidentals). There is also information here to help identify the specific Fund Code and Project Code, two very important details of the full Chart of Accounts (COA) that is required when submitting a purchase or reimbursement request. If there is an expiration date associated with a specific fund, it will also be listed here.
- Actuals:** This area shows the faculty's full balance. Listed here are:
 - Fiscal Year Starting Budget:** the carryforward balance from the previous year. (NOTE: negative numbers indicate a debit)
 - New Allocation:** any new funding being allocated.
 - Fiscal Year Expense:** the actual expenses that have applied against your funds and categorized in the following groups (NOTE: negative numbers indicate a credit for these expenses):

- i. **Personnel Expense:** these are salary and benefits expenses associated with a student, staff and/or other personnel types (does not include independent contractors).
 - ii. **Supplies and Services:** all expenses related to purchases of office/lab supplies and or services. (ex: Office Supplies, Books and Maps, Cleaning Supplies, Subscriptions, etc.)
 - iii. **Travel and Operating Expenses:** all expenses related to travel (flights, vehicle rentals, mileage reimbursement, conference) and operating expenses (event coordination, food and beverage, catering, service agreements) are totaled here.
 - iv. **Recharge Sales and Services:** all expenses related to internal recharge such as campus catering, mail services, and parking.
 - v. **Other Expenses:** the other expenses are more non-traditional expenses that a faculty member might incur. These include utilities, financial aid and scholarships, and campus foundation grants.
 - d. **Total Expense:** this is the total of all actual expenses from the categories in the Fiscal Year Expense section.
 - e. **Total Actuals:** The balance after calculating the total actuals from the starting budget and any new allocations. (NOTE: negative numbers indicate an overdraft)
- 3) **Projected:** This section of the financial statement shows known projected expenses that are expected to come in but have not applied against the actual account. The projected expenses are estimates based on the purchase and/or reimbursement request received by the Financial Service Analyst. Every effort is made to keep as close to accuracy of the projected expense, but actual expense may differ slightly due to tax or the inclusion/exclusion of expense items. Expenses listed here have been encumbered to show and prevent overspending within the specific account.
- 4) **Projected Balance through End of FY:** This row shows the projected overall balance, with consideration of both actual and projected expenses, through the end of the fiscal year. (NOTE: negative numbers indicate a projected overdraft)
- 5) **Projected Expenses:** The purpose of this table is to display the known projected expenses that are currently pending. These are expenses that have been reviewed by the Financial Service Analyst and approved as encumbered expenses. Expense amounts listed here automatically feed into the Projected section of the financial statement based on the following sections:
- a. **Expense Type:** This determines the category of expense such as personnel, supplies, travel, etc.
 - b. **Project Name:** Identifies the specific fund/project location the expense is being applied to.
- The Expense Notes section is there to provide context of what the expense is for. This helps with reconciliation once the projected expenses have been processed.
- 6) **General Notes:** These blank spaces are used to provide general notes or context regarding the financial statement or a specific fund/project. The Financial Service Analyst will often provide notes in these areas to help give context, flag a potential issue, or share general comments.



	A	B	C	D	E	F	G	H	I	J	K
1								Total Requests	Total Budget Requests	Total Requests	Total Requests
2								Total Physical Lc	Total Physical Lc	Total Physical Lc	Total Physical Lc
3								Final FY24	Final FY24	Final FY24	Final FY24
4								Sep YTD	YearTotal	YearTotal	YearTotal
5								Actual	Annual Budget	Annual Budget	Actual
6	Total Entity	Total Fund	Total Expense	Total Function	Total Program	Total Project	Sub Activity	0.00	0.00	0.00	0.00
7	Check for Variance										
8	Total Entity	Total Fund	Total Expense	Total Function	Total Program	Total Project	Sub Activity	0.00	0.00	0.00	0.00
9	Total Entity	Total Fund	Total Expense	Total Function	Total Program	Total Project	Sub Activity	0.00	0.00	0.00	0.00
10	Total Entity	Total Fund	Total Expense	Total Function	Total Program	Total Project	Sub Activity	0.00	0.00	0.00	0.00
11	Total Entity	Total Fund	Total Expense	Total Function	Total Program	Total Project	Sub Activity	0.00	0.00	0.00	0.00
12	Total Entity	Total Fund	Total Expense	Total Function	Total Program	Total Project	Sub Activity	0.00	0.00	0.00	0.00
13	Total Entity	Total Fund	Total Expense	Total Function	Total Program	Total Project	Sub Activity	0.00	0.00	0.00	0.00
14											
15											
16							Variance Check	0.00			
17							Check-Total Entity	0.00			
18							Check-Total Fund	0.00			
19							Check-Total Program	0.00			
20							Check-Sub Activity	0.00			
21							Manual Offset	0.00			
22											
23											
24	Total Entity	Total Fund	Total Personnel Expense	Total Function	Total Program	Total Project	Sub Activity	0.00	0.00	0.00	0.00
25	Total Entity	Total Fund	50000A SALARIES & WAGES	Total Function	Total Program	Total Project	Sub Activity	0	0	0	0
26	Total Entity	Total Fund	50000A_BUDGET_INPUT SALARIES & WAGES	Total Function	Total Program	Total Project	Sub Activity	0	0	0	0
27	Total Entity	Total Fund	500000 S&W ACADEMIC SENATE FACULTY	Total Function	Total Program	Total Project	Sub Activity	0	0	0	0
28	Total Entity	Total Fund	500001 S&W UNIT 18 NON CONT LECTURE	Total Function	Total Program	Total Project	Sub Activity	0	0	0	0

Expand or condense the report using the group numbers in the top left corner.

- 1 – Condenses the report to the very top level, displaying Total Personnel and Total Non-Personnel Expense only
- 2 – Expands the report to a mid-level range, breaking down the top level to display sub-categories of the expenses. The balance statement in the Total Recap page pulls from this level.
- 3 – Expands the report down to the specific account type where expenses are classified by specific Account Code.

DOPE Report: A Distribution of Payroll Expense (DOPE) report is provided as a reference when there are personnel expenses. DOPE reports provide the faculty with the specific salary and benefit of each staff member, student, GSR, postdoc, or other type of personnel being paid on the faculty account.

GL or GL Data Report: The General Ledger (GL) report displays all expenditures that have been processed and applied against a specific fund/project. The expenditure total should match the total expense line on the financial statement for the specific fund.

Additional Guidance

For further guidance or specific questions about the Faculty Financial Statement, faculty are encouraged to contact their Financial Service Analyst or email soe-financials@ucmerced.edu.