

FY19 Match Budgeting

The match budgeting process was new for FY18! While it may seem confusing at first glance, the process is actually quite similar to restricted fund budgeting. The most important aspect to remember is this: As with restricted funds, **never budget directly to a match fund using the continuation budget process.** The continuation process instead loads budget to an offset fund, which is where individual match budget revisions draw authority.

The net effect of this process is to increase Intra-Agency Transfer authority by the amount requested on the 149998 offset fund. There is no increase to unrestricted budget authority.

The steps for this process are as follows:

1. Determine the total unit match requirement by position and budget category (benefits, travel, etc.).
2. Develop the full line-by-line inventory of budget items on match offset fund 149998 (org and acct can vary). Individual managers may choose to use one or multiple orgs for this process.
3. Budget revenue on fund 149998 by org in account code 9982. Total revenue should equal total expenditures by org.
4. Budget an expense line on fund 103010 in account code 8582 that equals the total revenue in 149998-9982. Individual managers can post this entry on one or more orgs, and it is not required that these be the same as the orgs used on the offset fund.

Please see the following example illustration:

ORG	FUND	ACCT	PosNum	WorkPercent	SumNA
65432	149998	1101	299999	25	37,500
65432	149998	1970			12,500
65432	149998	3001			10,000
65432	149998	9982			60,000
65010	103010	8582			60,000
65010	103010	9210			60,000

This example shows the unit budgeting a total of \$60,000 in match authority. The authority is split between 25% of one position's time (the other 75% may be a combination of unrestricted, restricted, and recharge funding), the associated benefits for that position, and contractual services authority. The unit also budgeted \$60,000 in match revenue authority (9982) to balance the expenditure amounts on the offset fund (149998).

In addition, the unit budgeted this same \$60,000 in expense authority on unrestricted (103010), using account code 8582. The unit will use account code 8582 to process revenue transfers to the actual match funds, so this process provides the authority to accomplish those transfers without risking an NSF (non-sufficient funds) situation.

While this example also shows \$60,000 in general fund (9210) authority so that it is fully balanced, unrestricted revenues that balance the expense authority can be of any type (general fund, match general fund, indirect cost recover, tuition and fees, UA receipts, etc.). However, they must represent actual (expected) receipts for the unit. The budgeted 8582 expense authority takes the place of budgeting the 149998 expenditures directly on unrestricted funds (as they were in the past).

In order to isolate the effect of this process on the continuation sheets, a new line for "Match Fund Revenue Authority (9982)," now appears on the sheets under the "Restricted Fund Authority" section.