

## **Fund II Protocol** **Division of Student Affairs**

### **Yearly Booked Budget**

The yearly proposed booked budget is subject to approval by the VP for Student Affairs.

### **Salary Savings**

All savings of controlled-position salaries will be directed to a central account and should not be relied upon by individual departments for operating.

### **Permanent Budget Adjustments**

A copy of all permanent budget adjustments should be sent to the Budget Analyst for DOSA as they are processed.

### **One-Time Budget Adjustments**

Departments may process one-time budget adjustments for revenue codes, expense codes and non-controlled compensation codes within their own fund II cost center. Adjustments involving more than one f/cc should be discussed with the Budget Analyst prior to processing.

### **Fund Balance**

All year-end fund balances will be directed to a central account. Fund II year-end balances should not end in deficit. If a deficit does occur, departments will be responsible for making up that deficit the following year.

### **Transfers to Other Funds**

Fund II funds may only be transferred out to other fund and cost centers per WMU accounting guidelines.

### **Fund and Cost Center (Department Number) Set-up, Change and Deactivation**

The Budget Analyst should be copied on all fund and cost center set-ups, changes or deactivations, including project accounts.

### **Monthly Reports**

Monthly reports should be completed and reviewed by the department. Templates are available on the Business Operations forms page. Using the commitment fields in the template will assist the department in more accurately determining the funds that are remaining for use.