

FY 2025-26 Budget Management



the FRIENDLIEST CAMPUS *in the* SOUTH

Importance of Budget Management

- **Ensures financial stability:** Prevents overspending and financial surprises by providing a clear picture of income and expenses. This helps avoid deficits and promotes a healthy financial foundation.
- **Supports strategic goals:** Aligns financial decisions with the institution's overall mission and objectives, ensuring that resources are directed toward strategic priorities and long-term success.
- **Enhances decision-making:** Provides a framework for making informed choices by identifying where money is going and revealing areas for potential savings or reallocation.
- **Drives accountability and transparency:** Promotes responsibility among budget holders and provides stakeholders with confidence by demonstrating financial integrity and clear reporting.
- **Improves resource allocation:** Helps prioritize spending and allocate funds efficiently to the most critical areas, ensuring basic needs are met and valuable projects can be funded.
- **Mitigates risk:** By tracking expenditures closely, institutions can identify and address potential financial risks, leading to greater stability and predictability.
- **Increases adaptability:** Allows for the flexible reallocation of resources in response to changing circumstances, which is crucial for staying agile in a dynamic environment.
- **Maintains compliance:** Helps institutions meet financial requirements and reporting standards, particularly important in the public and non-profit sectors.

Budget Management Responsibility

Departmental administrators and budget managers are responsible for reviewing information in Banner for accuracy and ensuring that sufficient revenue budget and expenditure budget is available to support the fiscal year activities.

- Look for opportunities to save
 - Procurement Management
 - Travel Controls
 - Membership Awareness
- Monitor the budget regularly
- Identify and analyze budget variances
 - Prior Year vs Current Year
 - Budget to Actuals
- Address budget variances
 - Positive
 - Negative



- 
- A decorative graphic on the left side of the slide. It features three interlocking gears of different sizes in a light red color. Surrounding the gears are several circular icons: a target, a dollar sign, an envelope with a document, a person silhouette, a checklist with two checkmarks, and a bar chart with three bars of increasing height.
1. Review your current list of vendors.
 2. Confirm that the vendor address and required forms are up to date.
 3. Ensure that the appropriate procurement method is used, in compliance with policies.
 4. Verify that you are receiving the most competitive pricing. Review contracts with Purchasing before sending to Legal.
 5. Enter the respective purchasing document in Banner for Budget Manager pre-approval.

Procurement Management

***Contact Procurement and JSU Foundation for questions to purchased fixed assets with Foundation funds (transfers). Foundation does not allow for direct purchase of Fixed Assets.**

Vendor Review

Vendor compliance review is the process of ensuring that suppliers and other third-party vendors adhere to the Federal and State-specific standards, policies, and regulations, as well as any applicable legal or contractual obligations. **Contracts with the University can not be paid directly with Foundation funds and should be a reimbursement to the University.**

[Procurement Vendor Update 2025.xlsx](#) This "view only" file provides vendor compliance information. A filter is available to assist with reviews.

- **GENERAL**

Question: Should vendor forms be attached to requisitions?

Answer: No, please do not attach forms to the requisition. This will only slow down the approval process for your request. Please submit the vendor forms to purchasing@jsu.edu.

- **W9**

Question: Vendors that are individuals need to provide a W-9 annually and a copy of their ID. Are the disclosure and compliance forms required?

Answer: Yes, as long as the vendor is not employing anyone as a DBA. However, individuals are required to submit a Disclosure Statement if the \$25,000 spending threshold is met. **Individual IDs** - Please make sure the copy is legible.

Please submit the updated vendor forms on or before **November 15, 2025!**

Vendor Review

All contracts and agreements **MUST** be sent to Legal for review and signature via iContracts contracts@jsu.edu. The Contract Intake Form is available on the Procurement website.

- **DISCLOSURE STATEMENTS**

Question: Is a Disclosure Statement required for every vendor, or is it based on an amount?

Answer: The Disclosure Statement is based on an amount spent with a vendor, campus-wide, for the whole fiscal year period. That amount recently increased from \$5,000 to \$25,000. Unless a single transaction is at this threshold, it would be difficult for all vendors to be monitored. Thus, if the vendor is willing, please obtain the Disclosure Statement at the time of the initial transaction to ensure we have the information if the threshold is met.

- **E-VERIFY CERTIFICATE**

Question: We are running into some issues with some of our vendors because their state does not require E-Verify, and it is only voluntary at the federal level. Can you tell me what we should do for those vendors that do not have an E-Verify number?

Answer: If the vendor in question has any employees inside the State of Alabama, they are required by the Beason-Hammon Alabama Taxpayer & Citizen Protection Act (Act 2011-535), signed by Governor Robert Bentley, beginning April 1, 2012, all employers within the State of Alabama must verify the legal presence of their employees.

Question: If a company is not located in Alabama and does not hire people to work for them in the State of Alabama, are they required to complete the Certificate of Compliance?

Answer: No, they are not required. **Caution:** Do not make yourself liable for being the one to make this determination. The company in question should let you know. Just because they may be located in a different state does not automatically mean that they are not operating in the State of Alabama

Procurement Method

Purchasing Guidelines and Procedure: **Policy IV 03 01**

- Purchase Requisitions are required for PO processing (see webpage for "[Entering New Requisitions](#)")
- No purchases should be made without prior authorization
- Budget availability required prior to creating a requisition or processing a PO amendment
- Direct Vouchers will only be processed in limited situations with discussion with the Controller's Office

Which payment method is allowable?

General Expenditure Questions (not all inclusive)	Purchase Order	P-Card	Reimbursement (Online Level)	Foundation Payment Request	NOT ALLOWED	Notes (Taxes are not reimbursable)
Memberships & Dues when applicable to duties and mission of University	X	*				
Any donation, political contribution or charitable contribution				N		
Tables for fund raising events (civic and community events) in which there is a clear benefit to the University (i.e., when such sponsorship would not be considered a true charitable contribution)	X					
Flowers or gifts for University employees or their immediate family; or for Donors / Supporters for any occasion				F	N	
Flowers purchased for official University functions/events	X	*				
Holiday Parties				F	N	
University employee retirement reception				F	N	
Recognition/Appreciation gifts to employees (including student workers) by departments					N	
Recognition/Service Plaques, Pin, etc <i>ordered by Human Resources or the Appropriate Dean or Cabinet Member</i>	X	*				
Promotional give away items purchased in bulk (Items reflecting JSU logo and colors & low in value such as: cups, t-shirts, pens, etc.) Requires business purpose.	X	*				See Approved Vendors & Bid/Contract Info: https://www.jsu.edu/purchasing/promotional-product-vendors.html
Tokens of appreciation to employees for assisting the University with the evaluation of a program or other activity					N	
Tokens of appreciation (low cost; not cash or cash equivalent items) to non-employees for assisting the University with the evaluation of a program or other activity	X					
Gift Cards, cash equivalent awards to employees			Processed through Foundation and reported to/paid via Payroll			Per IRS Regulations, gift cards are taxable to the recipient and must be reported as income to the IRS. All cash and cash equivalents must be reported on a tax return.
Refrigerators, Microwave, Coffee Pot, Heaters, Fans, coffee, water, snacks, anything for personal use or consumption					N	Expense may be reimbursed by Foundation. Confirm with prior to purchase.

Expenditure examples and allowable payment methods (*not intended to be all inclusive*).

Documentation will be posted to the "[Procedures and Instructions](#)" webpage.

Field Key Definition:

- X - Preferred method of payment
- * - Acceptable method of payment
- F - Foundation ONLY
- N - Not allowed from University Funds



Procurement Method

Purchases requiring additional documentation (not all inclusive):

- **Computer systems, printers, copiers, mobile device purchases** (regardless of price) and peripherals or software purchases with an individual item cost of \$500 or more require a [Request to Purchase Computer Hardware/Software](#) form or other approval from Information Technology. Approved form (along with quote from IT) must be attached to the requisition before submitting it for approval.
- Purchases for food or beverages must include the Request for Meal Purchase ([Form 22](#)). The approved form must be attached to the requisition before submitting it for approval. Recruitment meal expense – [Policy I 02 02 01](#)
[Recruitment and Selection](#)

The State of Alabama requires that a Vendor Disclosure Statement be completed for all proposals, bids, contracts (including POs), or grant proposals of more than \$25,000.

STATE OF ALABAMA LAW

State law affects the acquisition process for goods and services at JSU. Per Article 5 of Section 41 – 4 of the Code of Alabama, any purchase request or contract for like or similar products and/or services that exceeds JSU's small dollar purchase threshold of \$25,000 must be competitively bid. A purchase request or contract cannot be split up to avoid the \$25,000 bid threshold. Certain related items will be combined when determining if the \$25,000 threshold is applicable. Quantities of items having the same or equal specifications will be combined and bid so that JSU will benefit from quantity discounts. Multiple orders will not be placed to avoid the law. It is JSU practice to procure goods and services from reliable sources at the appropriate distribution level that offers the material or services at the lowest cost for the quality and service necessary.

Procurement Reminders

- **Sales Tax Status**

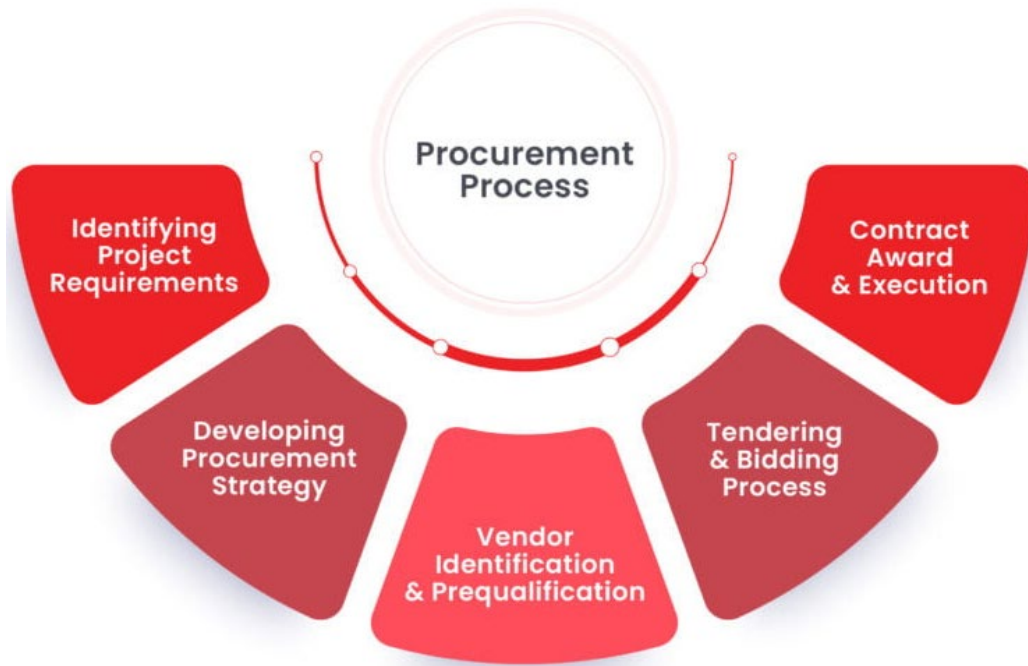
Jacksonville State University (Jax State) is exempt from state sales taxes on all purchases under the Alabama Department of Revenue Sales and Use Tax Rules 810-6-3.47.04. As an instrument of the State of Alabama, Jacksonville State University is not required by the State to have a registration or permit number nor are they available to state agencies. Jacksonville State University is not exempt from any type of lessor tax. **Note:** Legislature Act 2015-534 exempts JSU from obtaining an annual certificate of exemption according to its classification as an Alabama public institution. *The exemption letter is available from the Controller's Office upon request.*

- **Invoicing – Working with vendors submitting invoices? Here's some things to know:**

1. Invoices should have an associated Jax State Purchase Order. The invoice date must be dated after the PO date (Prepayments are the exception). The department should submit the invoice with the signed receiving document. Jax State can only pay for items received.
2. All invoices should include:
 - Purchase Order Number (if required)
 - Description of good or service
 - Quantity
 - Unit price
 - Invoice date and number
 - Bill to and Remit to address
3. Vendor disbursements are processed on Thursdays.

Competitive Pricing

Many, if not most, of Jax State's vendors are a part of a bid list or consortium, if you need help searching those, please reach out to us. This helps Jax State stay compliant and save money.



Your order does not have to reach the \$25,000 threshold in order to use the consortiums. If your vendor is on one the state approved consortiums, your order will qualify for that lower pricing.

It is important to make sure if you are using a bid, whether it be a Jax State let bid, a State of Alabama bid, or a consortium bid; that you ask for that pricing when getting your quotes and that you make sure that you are being invoiced correctly.

A cumulative list of vendors from the approved bid lists will be forthcoming to help you with your search. In the meantime, if you are not familiar with search process, contact Purchasing (purchasing@jsu.edu) and for help to find savings.



Purchasing wants to hear what you have planned for 2026 and help guide departments when you are mapping out timelines and procurements for the upcoming year. We are happy to review departmental spending and past supplier performance, account for forecasted changes, and help your department make informed purchasing decisions. Planning for fiscal year 2026 will help your department focus on data-driven decisions and strong supplier partnerships and help us prepare to save you time and resources.

Competitive Pricing

How do I find consortium or cooperative pricing?

Alabama Department of Examiners of Public Accounts

PURCHASING COOPERATIVES

Cooperative Approval - Competitive Bid Law

- [Sourcewell \(Effective December 11 2024\)](#)
- [NCPA Cooperative \(Effective January 31 2025\)](#)
- [H-GAC Cooperative \(Effective January 31 2025\)](#)
- [E & I Cooperative Services \(Effective December 11 2024\)](#)
- [TIPS Cooperative \(Effective January 31 2025\)](#)
- [NPP Cooperative \(Effective December 11 2024\)](#)
- [Omnia Partners Public Sector \(Effective February 11 2025\)](#)
- [Buyboard \(Effective December 11 2024\)](#)
- [NASPO National Assoc of State Procurement Officials \(December 11 2024\)](#)
- [MEMO: Leasing through National and Regional Purchasing Cooperatives \(WITHDRAWN: See Act 2021-485\)](#)
- [PEPPM Purchasing Cooperative, CSIU, Apple, Inc., RFB-528991, 7/13/2021](#)

Cooperative Approval - HVAC Units or Systems

- [Sourcewell-HVAC \(Effective December 11 2024\)](#)
- [NCPA-HVAC \(Effective January 31 2025\)](#)
- [TIPS-HVAC \(Effective January 31 2025\)](#)
- [Omnia-HVAC \(Effective December 11 2024\)](#)

Welcome to Alabama Buys

State of Alabama eProcurement Portal



[Source: Statewide Master Agreements](#)

Competitive Pricing

Confirm on your quote and invoice that Jax State is receiving the correct discounted pricing.

Sourcewell Master Agreement Example

← ↻ 🔒 https://start.sourcewell.website/contract/carolina-science/2054/

Sourcewell 

Carolina® Science

Contract Information

Cooperative Name Sourcewell

Contract Name Educational science products

Contract Number 020723-CBS

Contract Term 04/10/2023 - 04/10/2027

Categories Health & Science
Health & Science: Science and lab

Website [Carolina.com/sourcewell](https://carolina.com/sourcewell)

Benefits

Sourcewell contract 020723-CBS gives access to the following types of goods and services:

- Life science products
- Anatomy and physiology product
- Microscopy products
- Environmental science products
- Earth and space science
- Forensic science products
- 3-dimensional learning
- Physical science products
- Chemistry and lab safety
- Lab equipment and supplies

Have questions on this contract?

[Contact our dedicated team](#) or call 877-585-9706.

Sample Vendor Quote

SALES QUOTATION PAGE: 1 of 1

QUOTE NUMBER 618576 SQ	QUOTE EXPIRES 07/31/25
DATE: 06/04/25	Reference: E-MAIL REQUEST
Shipment can be Made Within 14-25 DAYS After Receipt of Your Order Unless Otherwise Stated.	
TRANSPORTATION METHOD BEST WAY	PAYMENT TERMS: NET 30 **

BILL TO ACCOUNT: 134296
JACKSONVILLE STATE UNIV
ACCOUNTS PAYABLE
ROOM 242
700 PELHAM RD N
JACKSONVILLE AL 36265-1602

SPENCER HINDMAN
QUOTATION SPECIALIST

CATALOG NUMBER	DESCRIPTION	UNIT	QUANTITY	UNIT PRICE	EXTENDED PRICE
865865	GRAM IODINE 500 ML	EA	4	11.79	47.16
841533	FL-ACETONE ALCOHOL LG 500ML	EA	2	18.45	36.90
873455	MALACHITE GREEN OX 1% 500ML	EA	2	33.88	67.76
784481	MCCONKEY AGAR 500G	EA	2	123.57	247.14
155030	BACTERIA, ENTEROBACTER AEROGEN	EA	1	12.82	12.82
154921	BACTERIA, BACILLUS SUBTILIS	EA	1	12.82	12.82
155556	BACTERIA, STAPH. EPIDERMIDIS	EA	1	12.82	12.82
155265	BACTERIA, PSEUDOMONAS PUTIDA	EA	1	12.82	12.82
716655	APPLICATOR VIALS, 1/2 OZ, SCREW-CAP, GLASS, PACK OF 12	EA	2	22.86	45.72
788421	TRYPTIC SOY AGAR 500G	EA	4	79.20	316.80
786201	PHENYLETHANOL AGAR 500G	EA	1	131.58	131.58
842133	AGAR POWDER RG 500G	EA	2	89.55	179.10
703412	BACTI-SPREADER	EA	20	8.55	171.00
884835	FL-2-PROPANOL 70% LG 19L	EA	1	175.50	175.50
861265	FL-ETHANOL 70% LG 20L	EA	1	173.25	173.25
974850	SCALPEL DISP.#22,NON-STER,PK16	EA	4	17.95	71.80
703054	WIRE LOOPS, 26 GAUGE, PK12	EA	6	22.59	135.54
FREIGHT	FREIGHT AND HANDLING	EA	1	253.00	253.00

Morgan Meade <mmeade@jst.edu>
"SOURCEWELL CONTRACT #020723-CBS PRICING"

Carolina Biological Supply Company
2700 York Road, Burlington, NC 27215-3398

CFR JACKSONVILLE AL

WE TRULY APPRECIATE THE OPPORTUNITY TO PROVIDE YOU WITH THIS QUOTE. THANK YOU!

SUB TOTAL	\$ 2,103.53
TAX	EXEMPT
TOTAL	\$ 2,103.53

Procurement Management

Enter the pricing source on the Banner procurement document.



If a purchase order is needed in December, you must submit your **Purchase Order** request in Banner before Thanksgiving, obtain approval from all necessary approvers, and to Purchasing by **Friday, November 21**. This timeline will allow for adequate review and issuance before the break

PURCHASE REQUISITION
(Non-negotiable; not a valid Purchase Order)

Requestor	Rebecca Roberts	Requisition Number	R0119000
Phone	- Ext	Transaction Date	06/06/2025
Email		Delivery Date	07/06/2025
Organization	Biology (32301)	Status	Converted to PO
Accounting Type	Document Level	Currency	USD

Ship To	BIO1	Vendor	Carolina Biological Supply Company (001000658)
Address	Department of Biology 242 Martin Hall 700 Pelham Rd N Jacksonville AL 36265	Address	2700 York Rd Burlington NC 27215-3387
Attention To	Rebecca Roberts 256- 7825642 Ext	Phone	800- 3345551 Fax -
		Email	accountsreceivable@carolina.com

Requisition Comments Fa25 spreadhseet, Sourcewell Contract #020723

Commodities

Item	Description	U/M	Quantity	Unit Price	Other	Net Total
1	Misc Lab Supplies - Sourcewell contract #020723	EA	1.00	2,103.5300	0.00	2,103.53
Total Commodities						2,103.53

Page 1

**Jacksonville State University**
700 Pelham Road North
Jacksonville, AL 36265
www.jsu.edu
256.782.5781

Supplier: 001000658
Carolina Biological Supply Company
2700 York Rd
Burlington NC 27215-3387

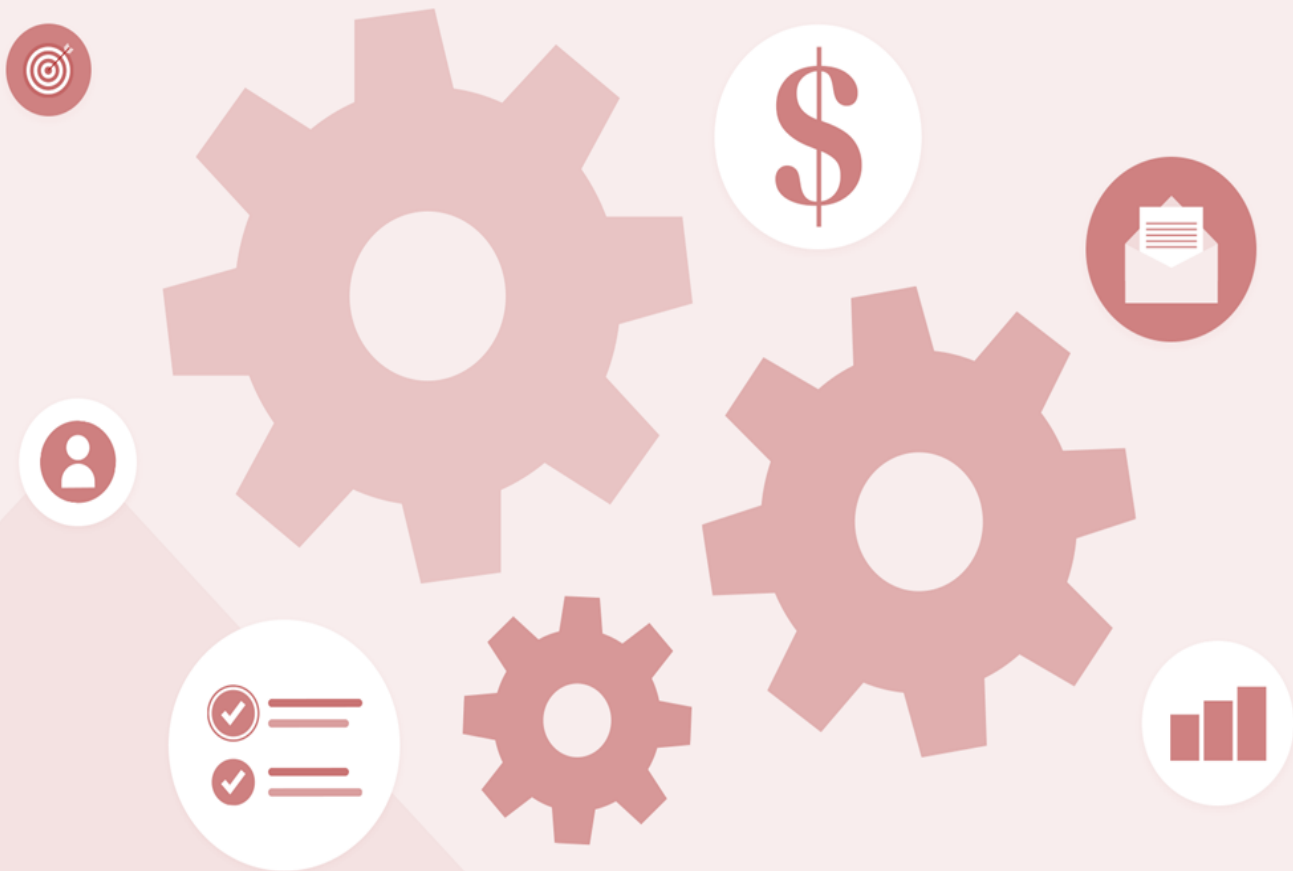
PO Number: P0111322
Issue Date: 06/16/25
Requisition Number: R0119000

Contact originating department to confirm acceptance of PURCHASE ORDER and delivery date.

Send Billing Invoice to: Rebecca Roberts Department of Biology Martin Hall 2nd 242 Martin Hall 700 Pelham Rd N Jacksonville AL 36265	Ship to: Jacksonville State University Rebecca Roberts Department of Biology Martin Hall 2nd 242 Martin Hall 700 Pelham Rd N Jacksonville AL 36265
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Show PO number and your Federal Tax ID or Social Security Number on your invoice.

Description	Quantity	Unit Cost	Total Cost
Fa25 spreadhseet, Sourcewell Contract #020723			
Misc Lab Supplies - Sourcewell contract #020723	1.00 EA	2,103.5300	2,103.53



1. Create a department travel/ professional development plan.
2. Plan to reduce annual travel expenditures by 15% (limit approval and pre-approvals) through promoting sustainable choices.
3. Ensure compliance with travel policies.
4. Avoid last-minute booking of hotel and airfare.

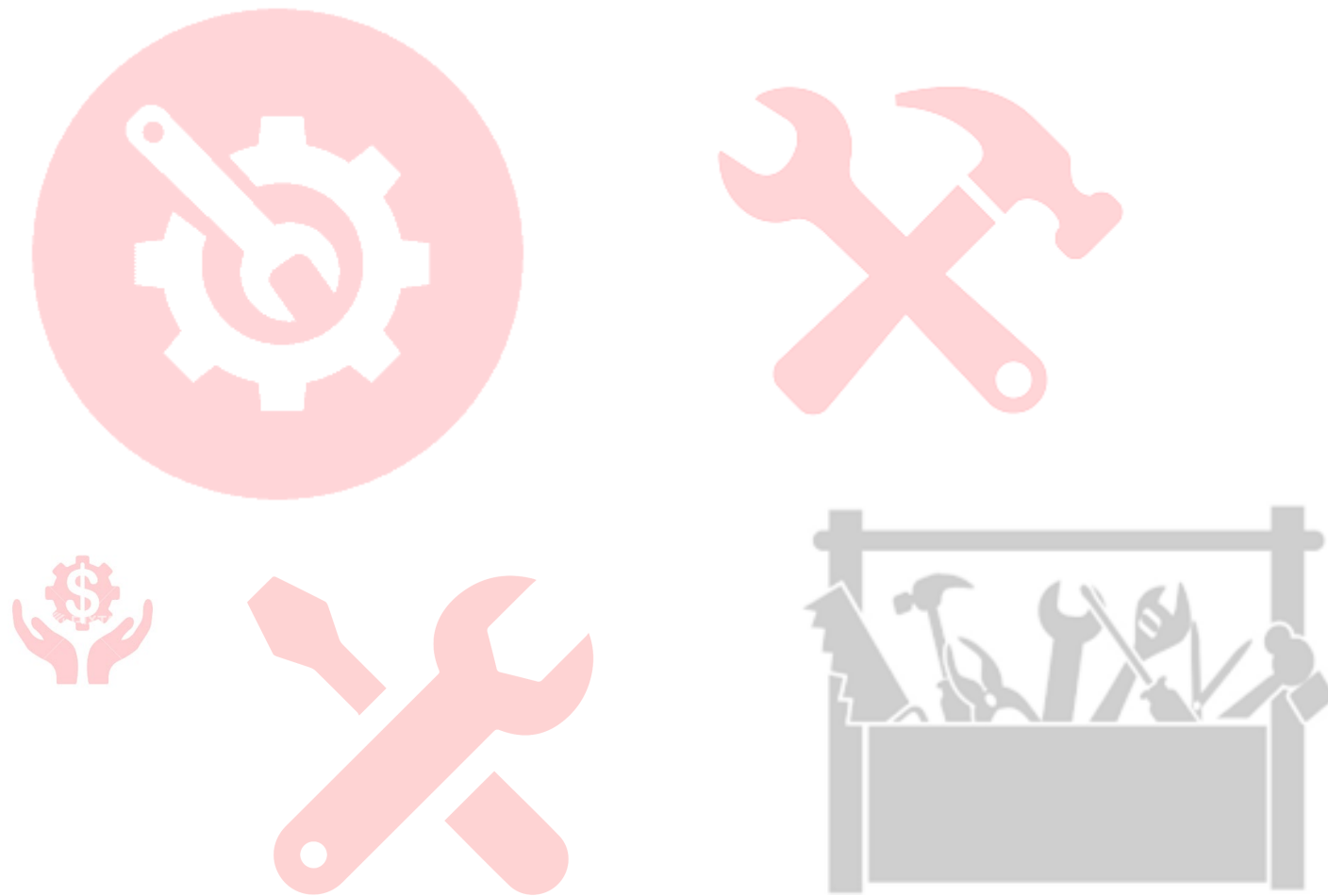
Travel Management

Travel Controls & Reminders

- **Review Travel Policy:** Remind employees that a Chrome River Travel Pre-Approval Form is required for any employee travel pre-payments.
- **Promote sustainable choices:** Encourage sustainable travel options that are more cost-effective.
 - Avoid multiple employees attending the same event – implement a train-the-trainer program (key personnel only)
 - Take advantage of online webinars and local trainings for CPUs or CEUs
 - Encourage participation in the virtual conference and LinkedIn for professional development
 - Support in-state and regional travel
 - Limit foreign travel to only “critical” for tenure & promotion
 - Consider rotating conference attendance (every other year)



Before making any commitments for Jax State to fund travel, the traveler must obtain the required approvals.

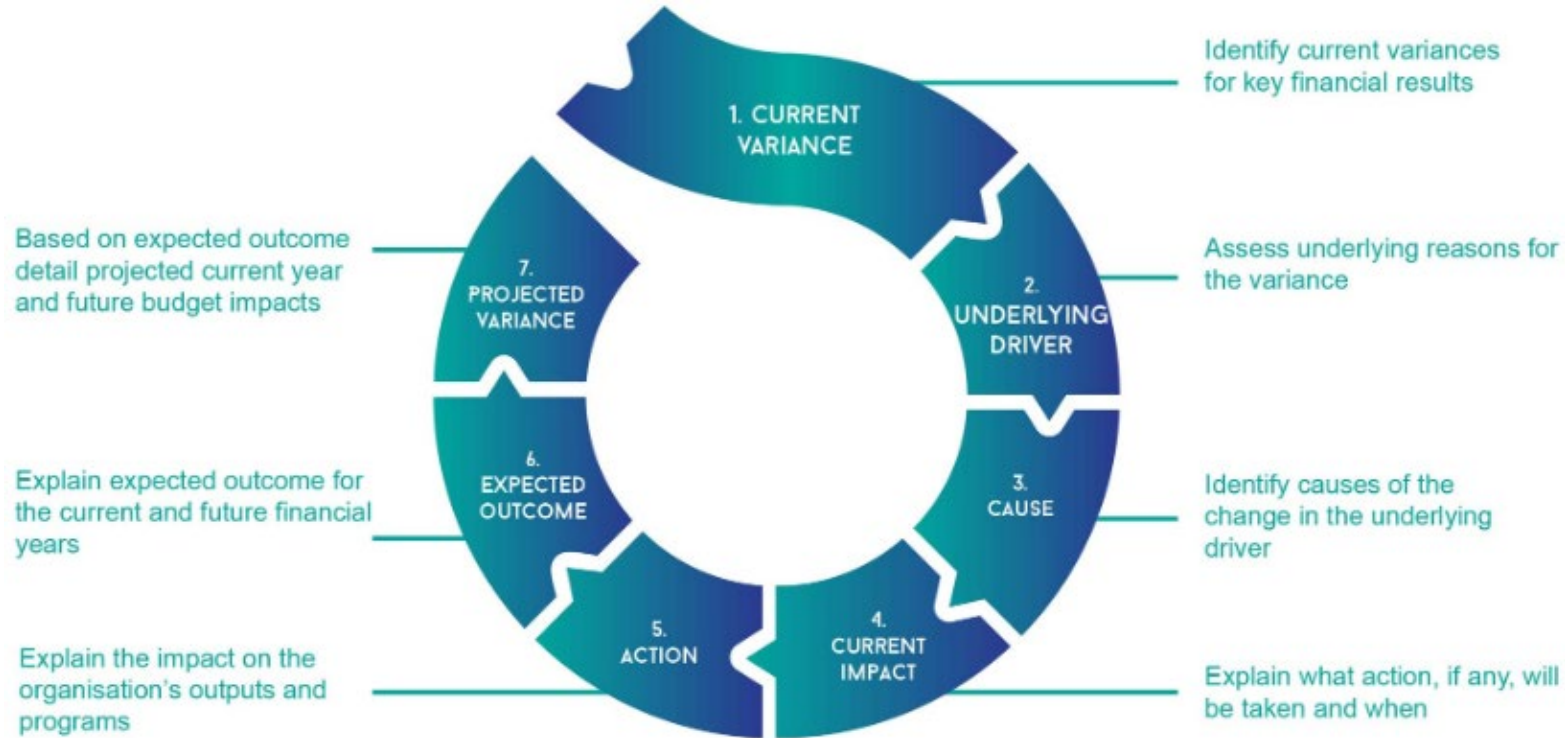


1. Run the **Argos Budget Manager Reports** at the beginning of every month.
2. Review department spending plan.
3. Transfer funds to cover negative account balances.
4. Run the **Expense Analysis by Org & Fiscal Period for FY25 and FY26** to identify variances between the current and prior month spending.
5. Plan to reduce monthly expenditures by 10% through cooperative pricing, contract feasibility review, and eliminating unnecessary purchases (wants).

Budget Monitoring Report Tools

Department Budget Monitoring & Analysis

Budget variance reporting involves comparing actual financial results to budgeted amounts to identify and analyze discrepancies, often called variances. This process helps university administrators monitor spending, control costs, ensure accountability, and inform future budgeting and financial planning.



BUDGET VARIANCE ANALYSIS

Budget Monitoring Tools

BANNER SELF SERVICE

- **Budget Finance Query:** Use to check encumbrances, payments, and available budget. Budget Managers can drill down to see the document and activity.

ARGOS BUDGET MANAGER REPORTS

- **Operating & Expense – 4-Year Trend:** Provides account-level expenses for the past four years
- **Expense Analysis by Org & Fiscal Period:** Select the Year and Org to review the monthly expenses by account



Departmental Budget Reports

The Budget Monitoring Tools are available through MyJax State.

Create New Query

Search Query

New Query

Create New Query

Open Banner Self-Service > Click My Finance Query > Click New Query > Budget Status by Account Query

Select Query Type

Budget Quick Query

Values

Enter the respective Fund, Organization, and Account - 7% (Operating Expenses)

Chart *

Jacksonville State University

Fund

10000 Current Unrestricted

Account

7%

Index

Choose Index

Organization *

60001 VP Finance and Administration

Program

Choose Program

Create New Query

Scroll down and enter the fiscal year and fiscal period of 14 > Click SUBMIT

Fiscal Year *

2021

Fiscal Period *

14

Comparison Fiscal Year

2022

Comparison Fiscal Period

14

Banner Finance Self Service

\$

FINANCE SELF SERVICE

- Finance Query
- Journals
- Requisitions
- Budget Development
- View and Approve Documents

My Finance Query

Create, view and share budget availability, encumbrance and payroll queries.

My Journals

Create and view draft, pending and completed journals and supporting documentation.

Approve Documents

View list of documents pending approval. Approve, disapprove, or deny.

Delete Finance Template

Delete templates for Finance Queries, Budget Development, and Purchase Orders.

Departmental Budget Report

Helpful Hint: Conduct a Variance Analysis to identify the gap between the planned outcome (The Budgeted) and the actual outcome (Actuals).

My Finance • My Finance Query • Budget Status by Account

Budget Status by Account New Query

< VP Finance and Administration - 60001 🔍 ⌕ 📄 ⓘ ⋮

Query Results + 📄

Account	Account Title	Health	FY22/PD14 Adjusted Budget	FY22/PD14 Year to Date	FY22/PD14 Commitments	FY22/PD14 Available Balance
70000	Operating Expenditure Budget Pool	🟢	\$452,837.13	\$0.00	\$0.00	\$452,837.13
71010	Travel Employee	🔴	\$0.00	\$1,040.83	\$0.00	(\$1,040.83)
71020	Travel Employee Recruitment	🔴	\$0.00	\$926.84	\$0.00	(\$926.84)
71050	Non-employee Travel	🔴	\$0.00	\$219.78	\$0.00	(\$219.78)
72010	Office Supplies	🔴	\$0.00	\$1,605.27	\$0.00	(\$1,605.27)
72018	Software	🔴	\$0.00	\$1,900.00	\$0.00	(\$1,900.00)
72022	Departmental Supplies	🔴	\$0.00	(\$1,425.00)	\$0.00	\$1,425.00
72101	Maintenance and Repairs Buildings	🔴	\$0.00	\$10,255.00	\$0.00	(\$10,255.00)
72102	Maintenance and Repairs Automotive	🔴	\$0.00	\$260.00	\$0.00	(\$260.00)
72106	Maintenance Contracts	🔴	\$0.00	\$1,130.14	\$0.00	(\$1,130.14)
72201	Postage	🔴	\$0.00	\$63.90	\$0.00	(\$63.90)
72501	Advertising and Promotions	🔴	\$0.00	\$519.13	\$0.00	(\$519.13)
Report Total (of all records)			\$460,306.18	\$432,452.55	\$13,913.82	\$13,939.81

In the event that a Banner org/account goes into a deficit, the deficit must be resolved as soon as possible but no later than the next month-end (budget transfer).

FOAP Departmental Budget Analysis Tool

Operating Budget/Expense Four-Year Analysis


JACKSONVILLE STATE UNIVERSITY
Connection: PRO8_Dashboards

Begin with Fiscal Year: 2025 ▼
 Org: 62001 - Procurement & Fixed Assets ▼
 Fund: 10000

Acct	Acct_Desc	Prog	Budget_1	Expense_1	Budget_2	Expense_2	Budget_3	Expense_3	Budget_4	Expense_4
70000	Operating Expenditure...	70	0	0	0	0	0	0	8203	0
71010	Travel Employee	70	0	0	1577.41	0	1577.41	166.43	0	1577.41
71235	Travel Taxable Per Die...	70	0	0	0	0	0	0	0	0
72010	Office Supplies	70	842.58	701.31	150.69	50.01	150.69	79.29	0	150.69
72022	Departmental Supplies	70	103	0	0	0	0	0	0	0
72106	Maintenance Contracts	70	0	0	399.3	483.15	439.23	439.23	0	399.3
72201	Postage	70	5.76	5.76	0	0.64	0	0	0	0
72401	Memberships	70	1409	1409	545	50	545	50	0	545
72501	Advertising and Promo...	70	1177.96	699.55	1860.66	1996.41	1820.73	899.5	0	1860.66
72503	Printing	70	12	12	0	0	0	0	0	0
72601	Meals	70	0	0	0	0	0	0	0	0
72702	Training	70	102.35	102.35	0	0	0	0	0	0
76008	Noncapitalized Equipm...	70	713.6	700	118.4	0	118.4	0	0	118.4
76009	Furniture	70	1085.21	1085.21	0	0	0	0	0	0

14 items
⚙️

Run Report or Download to a CSV file for additional analysis.

FOAP Departmental Budget Analysis Tool

Run Report

Saved Dashboard Settings | Reports | Run

Operating Budget/Expense Four-Year Analysis Report

Operating Budget/Expense Four-Year Analysis

JAX STATE
 Jacksonville State University

JACKSONVILLE STATE UNIVERSITY | Connection: PRO8_Dashboards

JACKSONVILLE STATE UNIVERSITY										
Operating Budget/Expense Four-Year Analysis										
Fiscal Years: 2022 - 2025										
Fund: 10000 - Current Unrestricted										
Organization: 62001 - Procurement & Fixed Assets										
Run Date: 10/16/2025 2:48:43 PM										
Account	Program	Budget 2025	Expense 2025	Budget 2024	Expense 2024	Budget 2023	Expense 2023	Budget 2022	Expense 2022	
70000 Operating Expenditure Budget Pool	70	-	-	-	-	-	-	8,203.00	-	
71010 Travel Employee	70	-	-	1,577.41	-	1,577.41	166.43	-	1,577.41	
71235 Travel Taxable Per Diem	70	-	-	-	-	-	-	-	-	
72010 Office Supplies	70	842.58	701.31	150.69	50.01	150.69	79.29	-	150.69	
72022 Departmental Supplies	70	103.00	-	-	-	-	-	-	-	
72106 Maintenance Contracts	70	-	-	399.30	483.15	439.23	439.23	-	399.30	
72201 Postage	70	5.76	5.76	-	0.64	-	-	-	-	
72401 Memberships	70	1,409.00	1,409.00	545.00	50.00	545.00	50.00	-	545.00	
72501 Advertising and Promotions	70	1,177.96	699.55	1,860.66	1,996.41	1,820.73	899.50	-	1,860.66	
72503 Printing	70	12.00	12.00	-	-	-	-	-	-	
72601 Meals	70	-	-	-	-	-	-	-	-	
72702 Training	70	102.35	102.35	-	-	-	-	-	-	
76008 Noncapitalized Equipment	70	713.60	700.00	118.40	-	118.40	-	-	118.40	
76009 Furniture	70	1,085.21	1,085.21	-	-	-	-	-	-	
	Totals:	5,451.46	4,715.18	4,651.46	2,580.21	4,651.46	1,634.45	8,203.00	4,651.46	

FOAP Departmental Budget Analysis Tool



Expense Analysis by Organization and Fiscal Period

JACKSONVILLE STATE UNIVERSITY

Connection: PRO8_Dashboards

Fiscal Year: 25

Org: 62001 - Procurement & Fixed Assets

Fund	Fund_Desc	Acct	Acct_Desc	Prog	Prog_Desc	OCT	NOV	DEC	JAN	FEB
10000	Current Unrestricted	61020	Salaries	70	Institutional Support	11,913.19	14,482.48	30,684.50	7,658.01	10,121.79
10000	Current Unrestricted	61065	Overtime Wages	70	Institutional Support	0.00	0.00	270.64	0.00	0.00
10000	Current Unrestricted	65005	FICA Match	70	Institutional Support	863.33	1,043.41	2,293.39	565.28	706.94
10000	Current Unrestricted	65010	TRS Match	70	Institutional Support	1,593.76	1,932.23	1,957.01	1,039.19	1,373.53
10000	Current Unrestricted	65015	Health Insurance	70	Institutional Support	1,679.61	2,292.00	1,910.00	382.00	1,528.00
10000	Current Unrestricted	65020	Life Insurance	70	Institutional Support	104.66	145.02	142.49	21.73	90.21
10000	Current Unrestricted	65025	Disability Insurance	70	Institutional Support	20.94	26.11	26.74	5.66	6.16
10000	Current Unrestricted	65030	TIAA Match	70	Institutional Support	447.43	493.01	538.59	91.16	91.16
10000	Current Unrestricted	69030	Unemployment	70	Institutional Support	1.19	1.44	3.09	0.76	1.01
10000	Current Unrestricted	71010	Travel Employee	70	Institutional Support	0.00	0.00	0.00	0.00	0.00
10000	Current Unrestricted	72010	Office Supplies	70	Institutional Support	50.26	0.00	0.00	208.72	229.76
10000	Current Unrestricted	72022	Departmental Supplies	70	Institutional Support	0.00	0.00	0.00	0.00	0.00
10000	Current Unrestricted	72106	Maintenance Contracts	70	Institutional Support	0.00	0.00	0.00	0.00	0.00
10000	Current Unrestricted	72201	Postage	70	Institutional Support	0.00	0.00	0.00	0.00	0.00
10000	Current Unrestricted	72401	Memberships	70	Institutional Support	0.00	0.00	0.00	0.00	0.00
10000	Current Unrestricted	72501	Advertising and Promotio...	70	Institutional Support	0.00	0.00	0.00	0.00	0.00
10000	Current Unrestricted	72503	Printing	70	Institutional Support	0.00	0.00	0.00	12.00	0.00
10000	Current Unrestricted	72601	Meals	70	Institutional Support	0.00	0.00	0.00	0.00	0.00
10000	Current Unrestricted	72702	Training	70	Institutional Support	0.00	0.00	0.00	0.00	0.00
10000	Current Unrestricted	76008	Noncapitalized Equipment	70	Institutional Support	0.00	0.00	0.00	0.00	1,100.00
10000	Current Unrestricted	76009	Furniture	70	Institutional Support	0.00	0.00	0.00	660.37	0.00

21 items

Download to a CSV file for additional analysis.

Budget Management Best Practices

- **Monitor continuously:** Regularly review financial reports and compare actual performance against the budget to catch deviations early.
- **Look for variances:** Pay close attention to significant variances in line items and unusual or unexpected results.
- **Corrective action:** If significant variances are identified, appropriate steps are taken. This could involve reallocating funds or adjusting future spending.
- **Use KPIs and data:** Track key performance indicators (KPIs) and use data-driven insights to gauge performance and identify areas for improvement.
- **Be flexible:** Treat the budget as a guide. Be prepared to make adjustments based on changing circumstances.

