FY 2025-26
Budget Management

JAX STATE
Jacksonville State University

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

JAX STATE

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

Vendor Review

Vendor compliance review is the process of ensuring that suppliers and other third-party vendors adhere to a the Federal and State-specific standards, policies, and regulations, as well as any applicable legal or contractual obligations.

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.*

- **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.

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

Vendor Review

- **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. <u>**Caution**</u>: 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 (minus taxes)	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 ***ordered by Human Resources or the Appropriate Dean or Cabinet Member***	X	*				
Promotional give away Items purchased in bulk (Items reflecting JSU logo and colors & low in value such as: cups, tshirts, 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.

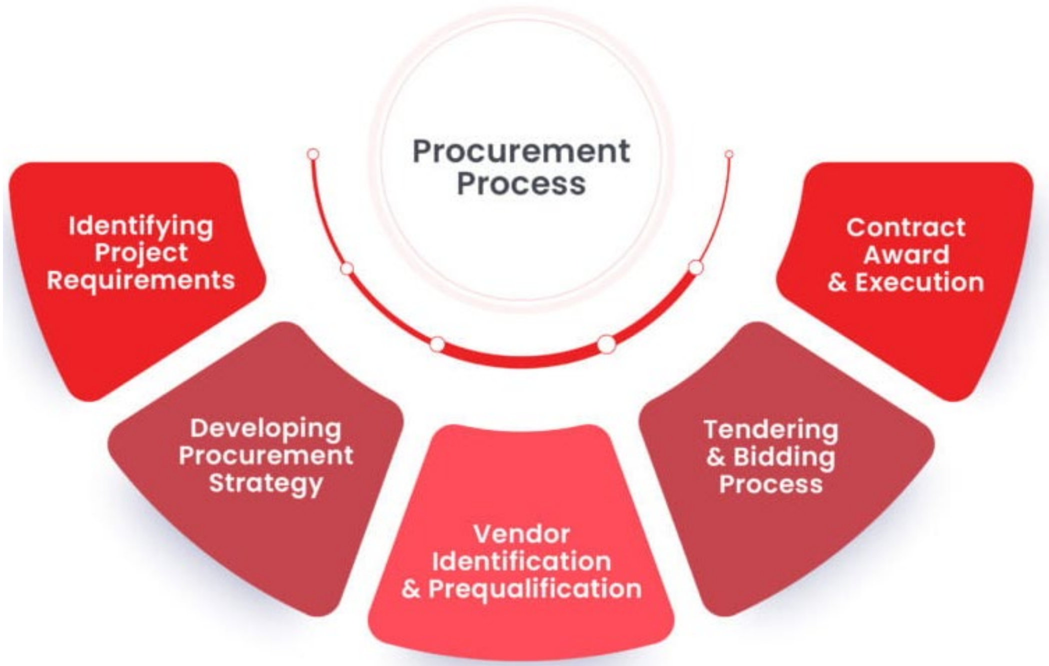
Procurement Reminders

- **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:** Legislate 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.

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: https://alison.legislature.state.al.us/epa-purchasing-coops

Source: Statewide Master Agreements

Competitive Pricing

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

Alabama Buys Statewide 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

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 Invoice

SALES QUOTATION PAGE: 1 of 1

CAROLINA
World-Class Support for Science & Math

Telephone: 1-800-334-5551
Fax: 336-538-6330

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	MACCONKEY 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
155558	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
874850	SCALPEL,DISP,#22,NON-STER,PK16	EA	4	17.95	71.80
703054	WIRE LOOPS, 26 GAUGE, PK/12	EA	6	22.59	135.54
FREIGHT	FREIGHT AND HANDLING	EA	1	253.00	253.00

Megan Meade <memeade@jsu.edu>
*SOURCEWELL CONTRACT #020723-CBS PRICING

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

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!

Procurement Management

Enter the pricing source on the Banner procurement document.

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

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

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

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

Show PO number and your Federal Tax ID or Social Security Number on your invoice.

Ship to: Jacksonville State University
Rebecca Roberts
Department of Biology
Martin Hall 2nd
242 Martin Hall
700 Pelham Rd N
Jacksonville AL 36265

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.

Budget Monitoring Report Tools

1. Run the **Argos Budget Manager Reports** at the beginning of every month.

2. Review department spending plan.

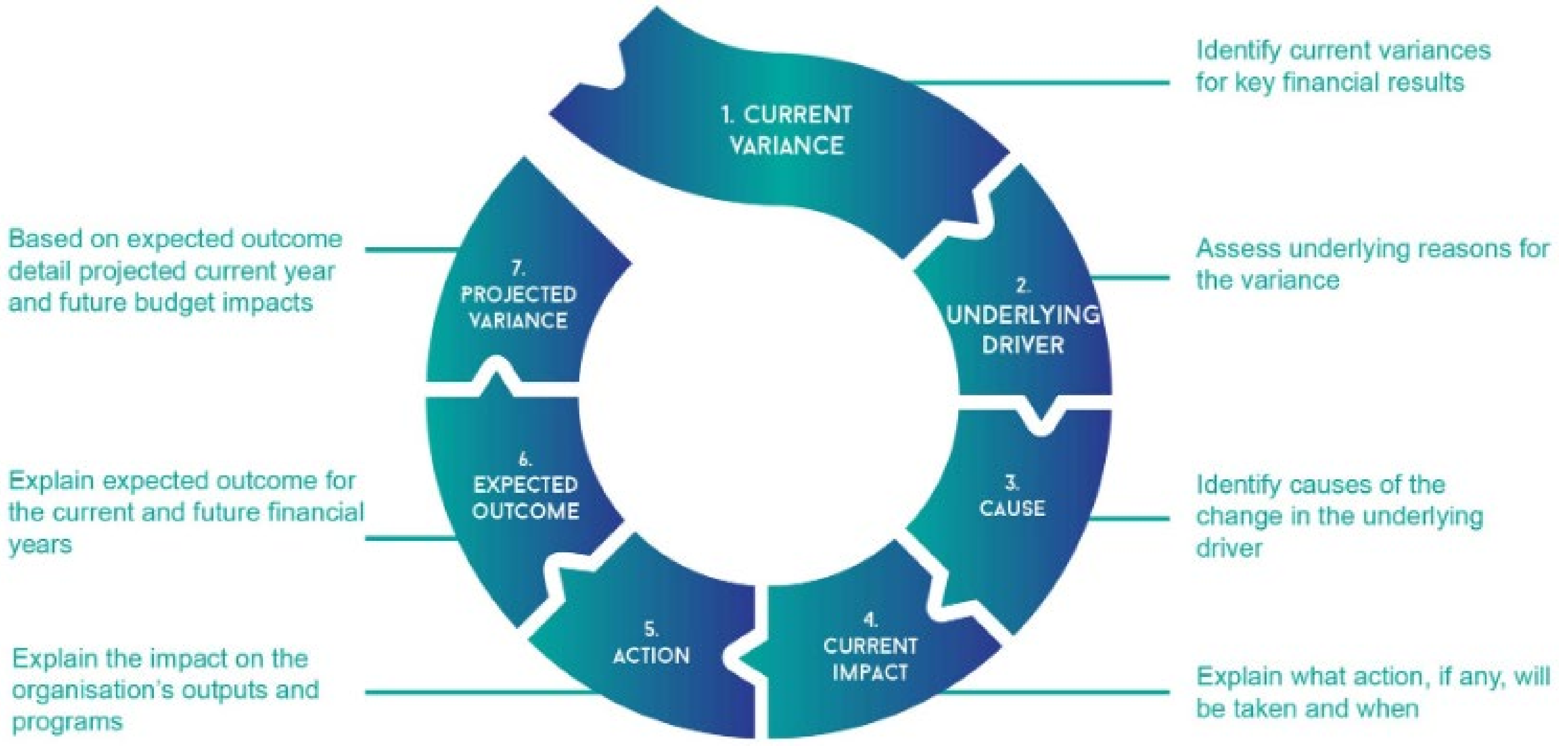
3. Transfer funds to cover negative account balances.

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).

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

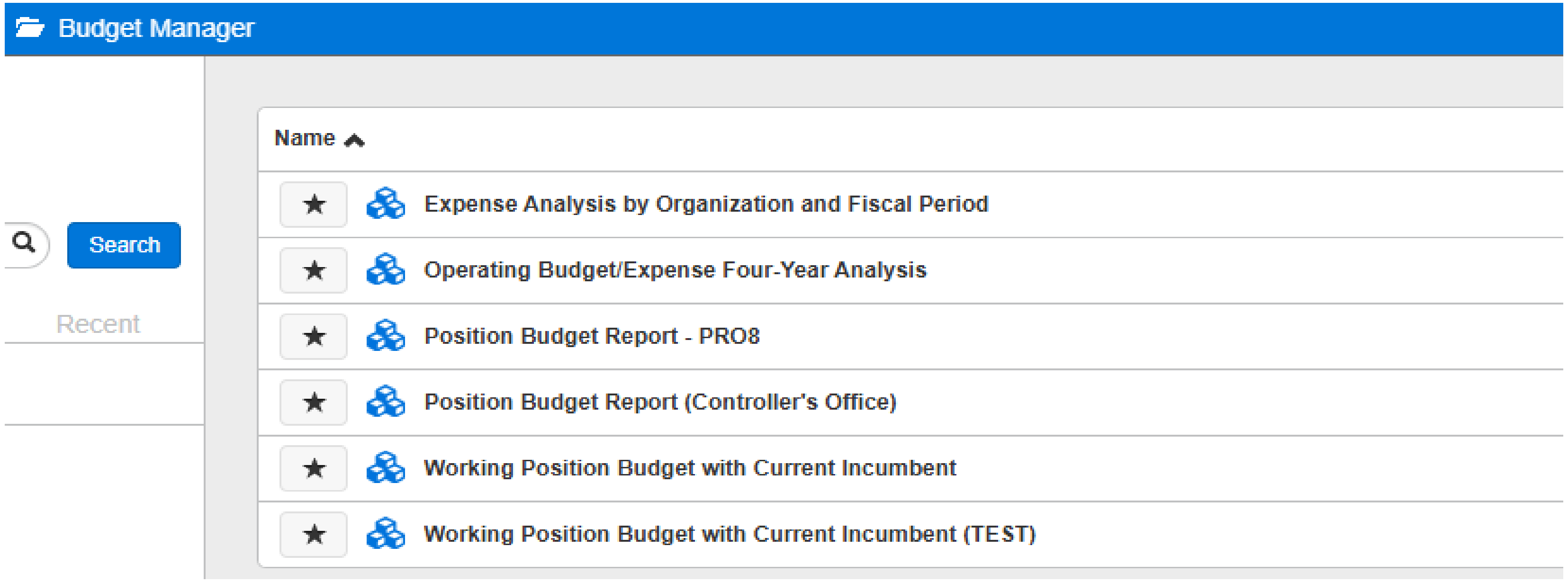
BANNER SELF SERVICE

- **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

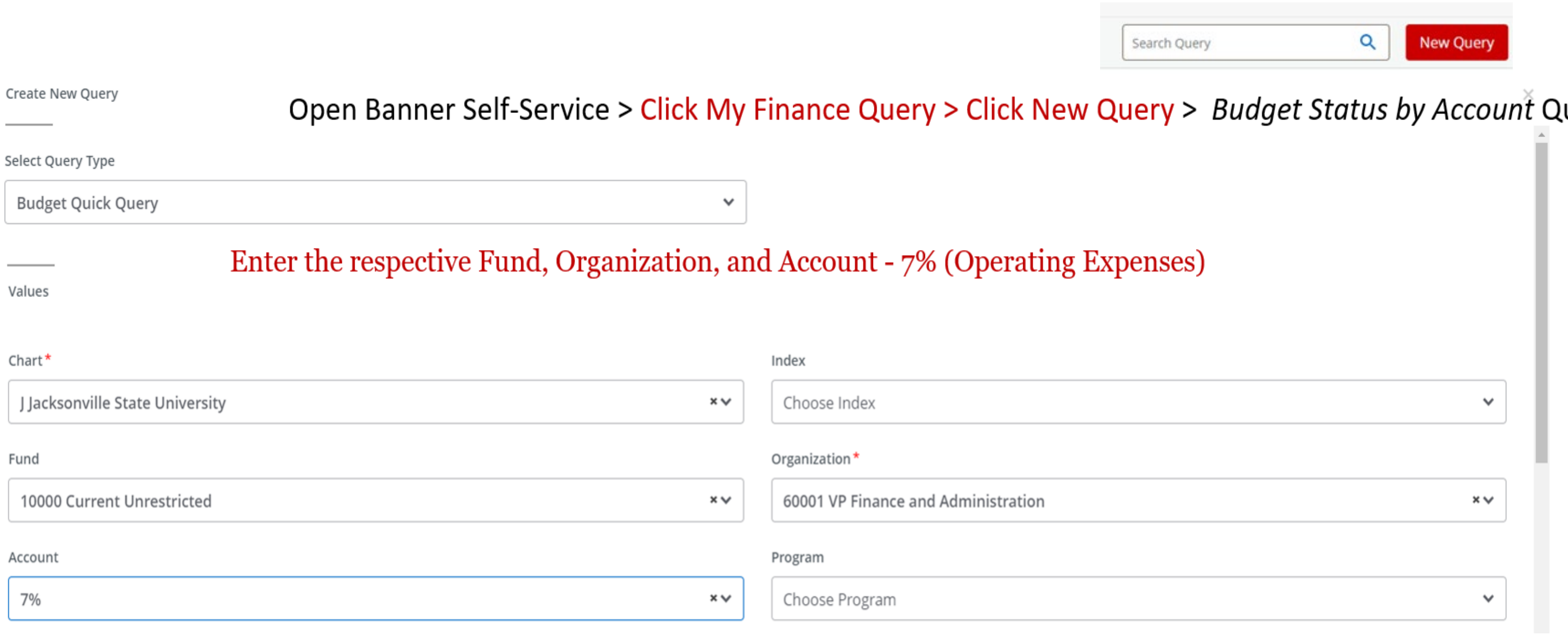


Departmental Budget Reports

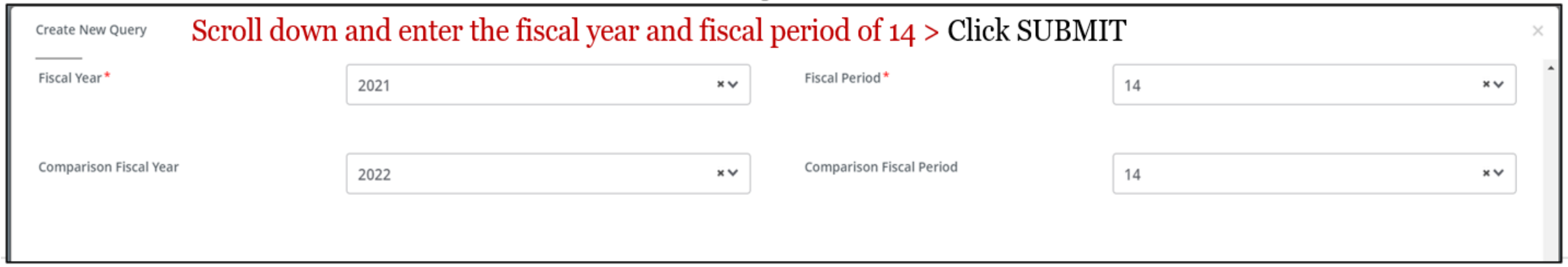
The Budget Monitoring Tools are available through MyJax State.

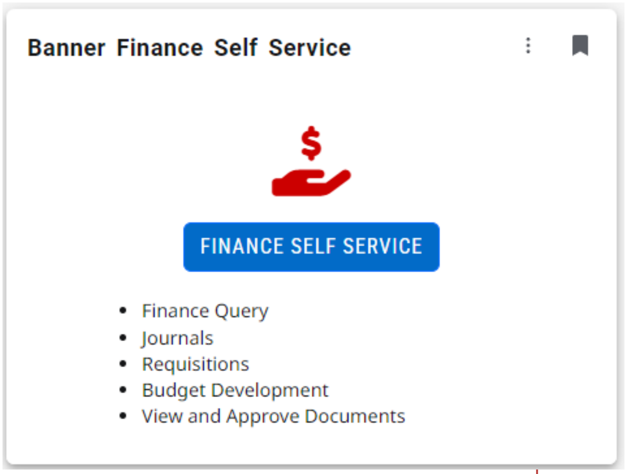
Open Banner Self-Service > Click My Finance Query > Click New Query > *Budget Status by Account* Query

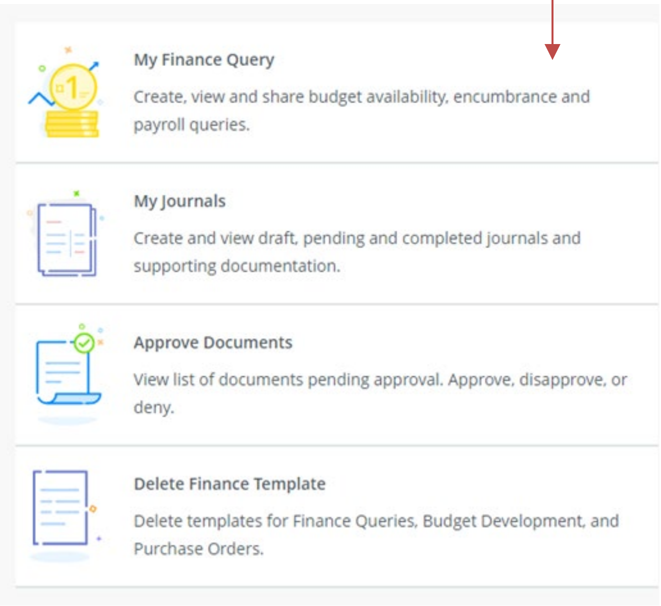
Enter the respective Fund, Organization, and Account - 7% (Operating Expenses)



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







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

JAX STATE
Jacksonville State University

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

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

JAX STATE
Jacksonville State University

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.

JAX STATE

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.