Forecast

User Guide

v. September 2020

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1. BACKGROUND

NOTE: Contact your Senior Financial Officer regarding faculty/unit specific internal processes regarding forecasting or related financial planning activities.

a. What is the Forecast module?

uPlan contains monthly forecasting functionality to be used by Faculties and Units for financial management throughout the fiscal year. Users are able to revise planned revenues and expenses in-year as more information becomes available.

This is in contrast to the budget planning process done prior to the start of the fiscal year.

b. What can I prepare a forecast on?

A forecast can be prepared for any valid chart-field intersection of a fund, active department and budgeted program.

c. What is my forecast at the start of the fiscal year?

On April 1 of a typical fiscal year, your forecast for each fund-deptID-program will be seeded with your monthly budget.

Users can overwrite the initially seeded budget amounts with new values as their spending and revenue assumptions change. These changes are saved as the new 'Working' Forecast.

d. What happens once we are in the fiscal year?

After each month-end closes (approx. 7th working day) actuals will be loaded to uPlan Forecast. The forecast then becomes a combination of YTD actuals plus 'open' forecast months (which can be edited).

e. How will changes to my budget allocation be treated?

Since Budget allocations (Base/Temp/Flex) are now reflected as actuals in PeopleSoft, initial allocation balances plus/minus any transfers will be reflected as actuals in the closed forecast months.

f. Is forecasting a requirement?

At this time, the institution is expecting Q2 and Q3 forecasts to be completed in October and January. (Funds 100, 210 and 310 only)

**Check with your SFO on internal forecasting requirements.

g. What is the timing of the Forecast module?

The module opens the 8th working day of the month until the 3rd last working day of the month, inclusive. This aligns with the availability of prior month actuals from PeopleSoft to load to uPlan. Month-end maintenance is required to load forecasts into PeopleSoft.

h. What reporting is available on forecasts?

Forecast data is available in uPlan with limited reporting. Additional reporting is available out of the Institutional Data Warehouse (Tableau).

2. FORECAST MODULE

The forecast module contains one form with three tabs.
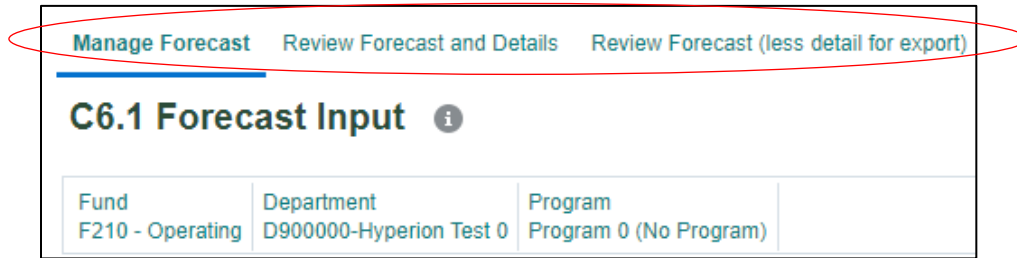
The **Manage Forecast** tab allows end-users to enter forecast amounts for revenues and expenses.

Review Forecast and Details tab is to:
- view the forecast report at roll-up levels of fund, department and program
- view details of actuals by GL account code

Review Forecast (less detail for export) tab
- provides essentially the same information as **Review Forecast and Details tab**
- reduces the amount of expandable columns (for Months) and rows (for accounts) for the purpose of spreadsheet exporting
- *actuals* and *budget* are condensed to a single "total year" column

3. MANAGE FORECAST

The '*Manage Forecast*' tab is used to prepare a forecast for the year.

a. Form Layout

Below is the Manage Forecast form. This form is used to input your forecast.

Columns with the '**+**' can expanded to view monthly data.

	(a)	(b)	(c)	(d)	(e)	(f)
	Actual	Budget	Forecast	Forecast	Forecast	Variance
	Final	Final	Working	Working	Working	Forecast to
	2016-2017	2017-2018	2017-2018	2017-2018	2017-2018	Budget
	Year Total	⊞ Total Year	⊞ YTD-June	⊞ July	⊞ Total Year	over / (under)
403000 - Non-Exempt (Instructional)-BL	16,719,190	7,500,000	1,875,000	5,625,000	7,500,000	0
403050 - Non-Exempt (MNIF)-BL	20,599,469	150,000	37,500	112,500	150,000	0
403030 - Non-Exempt (Fees & Sp Serv)-BL	4,003,245	3,500,000	875,000	2,625,000	3,500,000	0
403100 - Non Credit Fees-BL	985,485	4,100,000	1,025,000	3,075,000	4,100,000	0

Read-only.
Contains monthly actuals.

Writeable
by month.

Read-only.

a) **Actual Final:** Displays the most recent full-year actuals at the budget level (BL) roll-up, by month. For information and is read-only.

b) **Budget Final:** The initial budget plan as input by the faculty/unit for the current fiscal year, by month. Also referred to as the original budget. This is read-only.

c) **Forecast Working (YTD-Month)**: Displays the year-to-date actuals, by month. This is read-only.

d) **Forecast Working (Month)**: Displays the forecast months that are available to update. Once expanded, the cells are writeable to input a forecast.

e) **Forecast Working (Total Year):** This column combines year-to-date actuals (item c) and the monthly forecast (item d).

f) **Variance:** Basic calculation between columns (e) and (b) (Forecast minus Budget).

b. Inputting Forecasts

i. Select the chart-field intersection using the select member or edit member.

	Actual	Budget	Forecast	Forecast	Forecast	Variance
	Final	Final	Working	Working	Working	Forecast to
	2016-2017	2017-2018	2017-2018	2017-2018	2017-2018	Budget
	Year Total	⊞ Total Year	⊞ YTD-June	⊞ July	⊞ Total Year	over / (under)
403000 - Non-Exempt (Instructional)-BL	16,719,190	7,500,000	1,875,000	5,625,000	7,500,000	0
403050 - Non-Exempt (MNIF)-BL	20,599,469	150,000	37,500	112,500	150,000	0

(C6.1 Forecast Input — Fund: F210 - Operating, Department: D900000-Hyperion Test 0, Program: Program 0 (No Program); Actions / Save / Refresh; Data / Ad hoc / Format; tabs: Manage Forecast, Review Forecast and Details, Review Forecast (less detail for export))

ii. Expand the fourth column using the '**+**'.
The white cells will contain the month's budget from the start of the fiscal year, or the value saved during the last forecast cycle. These cells can be edited, allowing you to update any revenue or expense item to reflect known or expected changes.

	Actual	Budget	Forecast	...	Forecast			
	Final	Final	Working		Working			
	2016-2017	2017-2018	2017-2018		2017-2018			
	Year Total	⊞ Total Year	⊞ YTD-June		July	November	December	⊟ July
403000 - Non-Exempt (Instructi	12,598,750	7,500,000	1,875,000		625,000	625,000	625,000	5,625,000
403050 - Non-Exempt (MNIF)-E	19,933,094	150,000	37,500		12,500	12,500	12,500	112,500
403030 - Non-Exempt (Fees &	4,032,293	3,500,000	875,000		291,667	291,667	291,667	2,625,000
403100 - Non Credit Fees-BL	237,505	4,100,000	1,025,000		341,667	341,667	341,667	3,075,000
Total Tuition Revenue	36,801,642	15,250,000	3,812,500		1,270,833	1,270,833	1,270,833	11,437,500

After each month closes, that month's values will be replaced by Actuals and locked from editing.

iii. Assume you are advised that an <u>additional</u> federal grant of $16,250 will be provided in August.

    a. Click on the August cell of the **"*Federal & Other Gov't Grants-BL*"** revenue account.

	July	August	September
420000 - Provincial Government-BL	25,000	25,000	25,000
405000 - Federal & Other Gov't Grants-BL	6,250	6,250	6,250
407500 - Donations and Other Grants-BL	8,333	8,333	8,333
401000 - Internal Revenue-BL	158,333	158,333	158,333
402000 - External Revenue-BL	208,333	208,333	208,333

. . . etc.

    b. Enter the amount of "16,250" to reflect the additional federal grant.

Forecast										
Working										
2017-2018										
July	August	September	October	November	December	January	February	March	⊟ July	
6,250	16,250	6,250	6,250	6,250	6,250	6,250	6,250	6,250	66,250	
8,333	8,333	8,333	8,333	8,333	8,333	8,333	8,333	8,333	75,000	

    c. Click the **Save** button to confirm the changes.

c. Forecasting Transfers (base, temp and flex)

The module allows users to forecast within the Allocation-BL revenue accounts.
For illustration, assume that: another unit has committed to transfer $100,000 temporary to you in October; and, you plan to transfer $25,000 temporary to another unit in December.

i. In the "*Temp Allocation-BL*" line enter:

- a positive 100,000 in October to forecast the expected incoming transfer; and,
- a negative 25,000 in December for the outgoing transfer.

	Forecast			
	Working			
	2017-2018			
	October	November	December	January
430000 - Base Allocation-BL				
430010 - Temp Allocation-BL	100,000		(25,000)	
430030 - Benefits Allocation-BL				

ii. Click the **Save** button to confirm the changes to your forecast.

    NOTE: This <u>does not</u> action the expected transfer.
              The Transfer module will need to be used to
              perform the actual transfer.

d. Roll-Forward Function

i. <u>Roll-Forward Current Budget Line</u>

The "*Roll-Forward Current Budget Line*" function takes the last month's actual value for a selected budget line and populates the remaining months with the same value.

This function can be applied to a line item where you believe the most current month's actual value represents the expected expense/revenue for the remainder of the year.

🛑 ***Note***: *Once the following action is selected, it is automatically processed and saved. There is no "undo".*

a. Click on the row of the account you want to roll-forward.

For below illustration, last month's actual for the Faculty BL is $105,000.

	August	September	⊟ YTD-September	October	November	December	January	February	March	⊟ October Forecast	
						Forecast					
						Working					
						2017-2018					
500010 - Faculty - BL	105,000	105,000	650,019	95,000	95,000	103,500	103,500	103,500	121,000	621,500	
500020 - Admin Professional Officers - BL	200,000	200,000	1,301,500	225,375	225,375	225,375	225,375	225,375	225,375	1,352,250	
500024 - Faculty Service Officers - BL		10,000	10,000								
500030 - Professional Librarians - BL	45,000	20,000	2,695,200	50,000	50,000	50,000	50,000		50,000	250,000	
500310 - Support Staff - Continuing BL	645,000	625,000	3,782,167	500,000	500,000	628,042	628,042	628,042	630,500	3,514,625	

b. Right-click in the cell, or use the **Actions** menu.

From the drop-down menu select "*Roll-Forward Current Budget Line*".
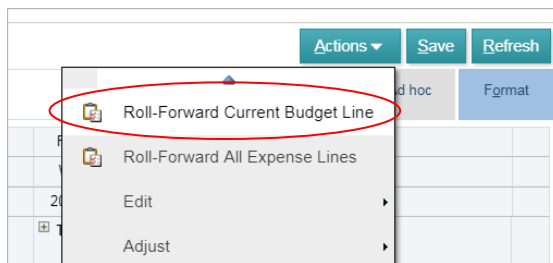
Following the roll-forward, the open months of October through March will be overwritten with the September actual of $105,000.

	August	September	⊟ YTD-September	October	November	December	January	February	March	⊟ October Forecast
500010 - Faculty - BL	105,000	105,000	650,019	105,000	105,000	105,000	105,000	105,000	105,000	630,000
500020 - Admin Professional Officers - BL	200,000	200,000	1,301,500	225,375	225,375	225,375	225,375	225,375	225,375	1,352,250
500024 - Faculty Service Officers - BL		10,000	10,000							
500030 - Professional Librarians - BL	45,000	20,000	2,695,200	50,000	50,000	50,000	50,000		50,000	250,000
500310 - Support Staff - Continuing BL	645,000	625,000	3,782,167	500,000	500,000	628,042	628,042	628,042	630,500	3,514,625

ii. Roll-Forward All Expense Budget Line

Users also have the option to apply the roll-forward function described above to **all Expense** budget lines.

Note that the "Roll-forward All" is not available for Revenue Budget Lines. Unlike expenses, revenues are highly unlikely to be realized evenly on a monthly basis.

This function can be applied if you believe the most current month's actuals for all expense lines represents the expected expense for the remainder of the year.

🛑 *Note: Once the following action is selected, it is automatically processed and saved. There is no "undo".*

a. Select a cell in an expense line and right-click the cell, or click **Actions.**

From the drop-down menu select "Roll-Forward All Expense Budget Lines".
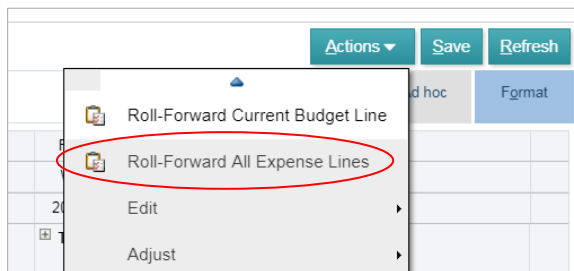
b. After selecting this action, the last month of actual expenses will have rolled forward to all of the open forecast months for all expense accounts.

Same as September actuals.

	August	September	YTD-September	October	November	December	January	February	March	October Forecast	
500010 - Faculty - BL	105,000	105,000	650,019	105,000	105,000	105,000	105,000	105,000	105,000	630,000	
500020 - Admin Professional Officers - BL	200,000	200,000	1,301,500	200,000	200,000	200,000	200,000	200,000	200,000	1,200,000	
500024 - Faculty Service Officers - BL		10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	60,000	
500030 - Professional Librarians - BL	45,000	20,000	2,695,200	20,000	20,000	20,000	20,000	20,000	20,000	120,000	
500310 - Support Staff - Continuing BL	645,000	625,000	3,782,167	625,000	625,000	625,000	625,000	625,000	625,000	3,750,000	
500330 - Temporary Support Staff-BL	25,000	18,563	2,434,654	18,563	18,563	18,563	18,563	18,563	18,563	111,378	
500320 - Excluded - BL											
500040 - Temporary Academic - BL	620,000	58,693	927,026	58,693	58,693	58,693	58,693	58,693	58,693	352,158	
500044 - Other Academic Staff - BL	8,400	8,333	50,067	8,333	8,333	8,333	8,333	8,333	8,333	50,000	
500060 - Graduate Salaries- BL	1,700	1,700	10,067	1,700	1,700	1,700	1,700	1,700	1,700	10,200	
501000 - Employee Benefits-BL	333,333	333,333	2,000,000	333,333	333,333	333,333	333,333	333,333	333,333	2,000,000	
500124 - Graduate Awards and Bursaries-BL	6,000	2,000	34,667	2,000	2,000	2,000	2,000	2,000	2,000	12,000	
500120 - Undergrad Award & Burs - BL	21,000	5,000	109,333	5,000	5,000	5,000	5,000	5,000	5,000	30,000	
502000 - Supplies Serv & Sundries-BL	520,000	48,500	2,735,167	48,500	48,500	48,500	48,500	48,500	48,500	291,000	

4. REVIEW FORECAST AND DETAILS

The '*Review Forecast and Details'* allows the user to review data in two ways.

1. View GL account details on monthly actuals.
2. View the forecast Statement of Operations at various roll-up levels.

a. Viewing GL Account Details

Select a chartfield intersection (fund, deptID and program code).
Each budget line can be expanded to view the GL account level details by clicking on the '**+**' next to the revenue BL or expense BL. For illustration, below is the expanded view of the *Tuition & Fees – Non-Credit Revenue*.

Similarly, the columns can be expanded to view at the monthly level.

b. Viewing Forecasts at Roll-up Levels

Through the chartfield selector you can choose from the available roll-ups. Roll-ups are available for fund, department and program. For example, you can view the forecast for fund 210, deptID D90000 and **all** program codes (rather than a single program), or select all departments view at the faculty level.

Manage Forecast	Review Forecast and Details	Review Forecast (less detail

C6.2 Forecast Review & Details ⓘ

Fund	Department	Program
F210 - Operating	D900000-Hyperion Test 0	Program 0 (No Program)

	Actual
	Final
	2016-2017
	⊞ Total Year
⊞ Tuition & Fees - Non-Exempt Fee (instructional)	16,719,190
⊞ Tuition & Fees - Non-Exempt Fee (MNIF)	20,599,469
⊞ Tuition & Fees - Non-Exempt Fee (fees & special services)	4,003,245
⊞ Tuition & Fees - Non-Credit Revenues	985,485

For example, the below illustrates the section to view "ALL_PROGRAM" as indicated by the blue checkmark.

* Remember to click on Go button ➡ at the top right after selecting your chartfield.

Select a Member

Program
"ALL_PROGRAM - All_Program"

Search Program

Program	ALL_PROGRAM - All_Program
✔ ALL_PROGRAM - All_Program	**Program 0 (No Program)**

5. REVIEW FORECAST (LESS DETAIL FOR EXPORT)

The '*Review Forecast (less detail for export)*' allows the user to review data similar to the previous '*Review Forecast*' form. Like the prior form, this form allows users to:

1. View the forecast Statement of Operations at various roll-up levels.

However, unlike the previous form this form…

2. Provides a summary of accounts as the BL roll-up level.
3. Shows the monthly Forecast amounts, but all other columns are annual amounts only.

The purpose of this form is to provide a statement for exporting that is easier for the users to view and requires less re-formatting.

a. Generating a spreadsheet export

Select any cell on the form and right-click the cell or click **Actions.**
From the drop-down menu select "Spreadsheet Export".
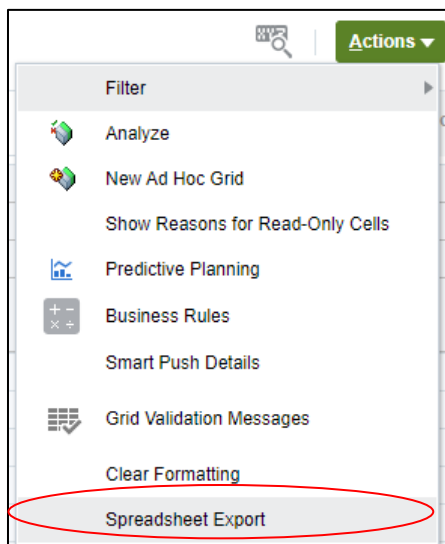
After selecting "Spreadsheet Export", a *.xlsx* file should be automatically downloaded to your default download folder, or you may be prompted to select a file location. Use Microsoft Excel to open a file that should appear similar to the below spreadsheet.

Row 1 header labels: **F210 - Operating | All_DEPT - All Organizations | Program 0 (No Program) | NO_ELEM**

Account	Actual Final 2019-2020 Total Year	Budget Final 2020-2021 Total Year	Forecast Working 2020-2021 BegBalance	Forecast Working 2020-2021 April	Forecast Working 2020-2021 May	Forecast Working 2020-2021 June	Forecast Working 2020-2021 July	Forecast Working 2020-2021 YTD-July	Forecast Working 2020-2021 August	Forecast Working 2020-2021 September	Forecast Working 2020-2021 October	Forecast Working 2020-2021 November	Forecast Working 2020-2021 December	Forecast Working 2020-2021 January	Forecast Working 2020-2021 February	Forecast Working 2020-2021 March
Government of Alberta Grants	624920.82	601646			70431.2		73848.78	144279.98	50137.16667	50137.16667	50137.16667	50137.16667	50137.16667	50137.16667	50137.16667	50137.16667
Federal & Other Govt Grants		1008245													1008245	
Donations & Other Grants	2011227.16	1193617.44		118205.49	14299.93	278569.64	23307.39	434382.45	102684.7867	140084.7867	90184.78667	102684.7867	90184.78667	122584.7867	90184.78667	90184.78667
Internal Sales	44858197.11	43357020.04	2369359.42	3124285.66	3509054.66	3246842.53		12249542.27	3658651.676	3622225.541	3573466.536	3567226.644	3580699.019	3542134.761	3618720.492	4046620.923
Sales of Services and Products	27337213.43	24010705.69	412666.87	1101480.74	1586556.62	2016125.23		5116829.46	2112561.958	2943934.548	2027804.581	1559355.671	1520461.821	2951157.791	1986468.411	2267506.328
Instructional Tuition	38504849.9	5558140.99	-340.3	-2075.38	-2226.75	15761.48		11119.05	401039.5269	401039.5269	758039.5269	401039.5269	401039.5269	401039.5269	758039.5269	401039.5269
Mandatory Non-Inst Fee Tuition (MNIF)	23127887.7	19469880	-5280.31	1597026.95	-8380.66		1031260.84	2614626.82	1622490	1622490	1622490	1622490	1622490	1622490	1622490	1622490
Other Credit Fees & Sp Serv	501433.48	112045			175866.72	13252.52	340072.08	529191.32	9337.083333	9337.083333	9337.083333	9337.083333	9337.083333	9337.083333	9337.083333	9337.083333
Non-Credit Tuition & Fees	946662.27	935267		-203.67	-16473.33	5870.01	5818.51	-4988.48	28277.33667	52992.9974	62745.62206	31250.98667	201034.0667	60291.39667	48172.59667	75602.77587
Internal Dist of Exp - DC	4527666.39	4181308	130000	130000	703389.28	147416.75		1110806.03	314667.3333	415992.3333	314667.3333	314667.3333	415992.3333	314667.3333	415992.3333	
Transfers In	19433358.56	9605024.76		295856.45	62342.59	66809.54	2567251.2	2992259.78	1905400.619	965400.6189	-3608276.381	986491.9522	1625608.952	966108.9522	1432608.952	1566835.952
430000 - Base Allocation-BL	-235569975	-189089562	-189089562	-5816057	-242265.6	3098453		-192049431.6	-3625.555556	-3625.555556	8874.444444	-3625.555556	-3625.555556	-3625.555556	-3625.555556	758933
430010 - Temp Allocation-BL	7667840.96				-889129	-1752411.05	2028319.01	-613221.04	-3625.555556	-3625.555556	8874.444444	-3625.555556	-3625.555556	-3625.555556	-3625.555556	329674.4444
430015 - Temp Allocation Planning-BL																
Total Revenue	-66028717.22	-79056662.08	-185769298.1	-448000.92	4158218.21	14594476.8		-167464604	10201621.93	10220009.05	4909470.699	8641055.595	9513359.2	10036323.24	10935445.79	11634354.32
Faculty Salary	180808606.5	183195123.7		15597205.9	15619530.61	12878693.16	15359563.53	59454993.2	15203762.96	15140433.02	15047318.38	15182781.38	15071340.44	15062939.78	15183689.78	15017639.85
APO Salary	19937680.06	21826986.84		1592411.95	1588301.65	1657700.8	1840121.12	6678555.52	1824745.269	1787279.753	1824703.986	1825263.863	1786112.321	1825906.999	1824170.637	1786895.95
FSO Salary	7731395.87	7667230.803		636506.24	624034.16	588617.92	635646.4	2484804.72	638935.9002	638935.9002	638935.9002	638935.9002	638935.9002	638935.9002	638935.9002	638935.9002
Librarian Salary	1965519.01	1414085.013		118034.83	118034.83	125570.6	124926.27	486566.53	125570.6667	125570.6667	125570.6667	125570.6667	125570.6667	125568.6667	125569.6667	
Support Staff Continuing	98271523.83	103868285.6		8074816.96	8006254.32	8071361.17	7785794.83	31938227.28	8701729.492	8699553.151	8714990.19	8714525.849	8708576.408	8732633.098	8653688.034	8690284.663
Support Staff Temporary	17028283.84	13650995.56		1073249.11	1039804.43	1021584.59	1131505.4	4266143.53	1152634.504	1146795.298	1152101.514	1150984.746	1148820.082	1153199.417	1155178.558	1157427.334
Excluded Staff Salaries	36130905.81	35058872.43		2982896.13	3257591.12	2620155.44	2912190.58	11772833.27	2913859.837	2922257.825	2923187.823	2921560.351	2927126.437	2922549.691	2924708.547	2924754.565
Temporary Academic Salaries	42663596.06	35472279.68		3682908.84	2772705.27	2869767.39	2681504.99	12006886.49	2914311.632	2977152.195	2977152.415	2977152.415	2957164.415	2957164.415	2954244.565	
Other Academic Salaries	3730082.61	1953064.24		298360.22	237336.41	183151.88	304571.63	1023420.14	186062.9128	92634.12341	192634.1134	192634.1234	111384.1134	192634.1134	192634.1234	111384.1234
Graduate Salaries	3009786.04	5273301.76		374493.1	57917.67	57691.97	70380.74	560483.48	446775.1467	422775.1467	441525.1467	441525.1467	422775.1467	440775.1467	422025.1467	
Payroll Accrual & Suspense	3425971.95		-3487303.73	129125.81	-130414.2	-39882.69		-3528474.81								
Employee Benefits	93341732.24	96019099.46		7910689.33	7519124.03	7066896.17	6789787.07	29286496.6	7978641.613	7969993.534	7989155.089	7995135.836	7980385.353	7999529.092	7984344.001	8009979.904
Graduate Scholarship & Burs	3815291.4	7010088.35		360452.8	176245.24	122523.72	91406.88	750628.64	555365.7158	581199.0492	553299.0492	553299.0492	561599.0492	576999.0492	553299.0492	557999.0492
Undergrad Scholarship & Burs	1663489.97	1901681		19890.22	61166.73	50783.28	65381.62	197221.85	166540.0833	164940.0833	163540.0833	163540.0833	163540.0833	164740.0833	163540.0833	163540.0833
Supplies and Sundries	54844729.59	47892957.19		2660563.27	2217415.26	2111326	3344375.64	10333680.17	3809405.219	3813936.601	3936598.932	3825887.377	3843874.522	4019655.494	3872363.406	4794226.654
Communications	2197107.85	2099958.79		160557.86	147879.86	144625.25	146860.39	599923.36	173588.1461	173614.2738	172774.4062	173752.8785	173772.4062	174232.3554	174082.5339	174102.2882
Finance and Property Tax	393759.4	405555.17		19957.13	16759.31	22054.89	26593.11	85364.44	29490.62329	29641.58249	36228.9675	36106.9616	33521.09105	30576.41906	47472.0975	39023.21521
Travel	2419263.99	1509886.96		5696.09	8599.69	-834	1219.39	14681.17	116101.5076	115664.9613	112855.7153	133543.7774	111797.4586	117565.7426	121115.974	199782.7077
Utilities	7952.49	25819		72.98	793.02	991.46	13.77	1871.23	2151.583333	2151.583333	2151.583333	2151.583333	2151.583333	2151.583333	2151.583333	2151.583333
Maintenance & Repair	2579825.98	2802436.48		82327.71	155152.44	115544	118551.05	471575.2	230765.0817	230725.514	230373.0098	230044.2541	230187.7541	230226.6817	230044.2541	234596.2541
Rentals & Leases	2050416.51	1857087.48		107986.37	107413.37	135172.36	104650.27	455222.37	150677.3907	149032.043	150044.0573	149032.043	149032.043	151203.2938	150609.1564	153446.2692
Debt	207817.37	200000							22222.22222	22222.22222	22222.22222	22222.22222	22222.22222	22222.22222	22222.22222	
Amortization Expense		0							0	0	0	0	0	0	0	

6. REPORTING

Aside from the review forms, two reports exist in uPlan for forecast review and export.

a. How to run reports

- When running Reports in uPlan, please ensure that...
    - i.) Show POV Options is selected

    - ii.) You have selected the intended run format (XLS is preferred)

    - iii.) You have selected the appropriate Point of View intersections

b. B04. Budget to Forecast

- This report provides a Statement of Operations format with Budget, Forecast and PY Actual

	Prior Year Actual	Budget	Forecast	Variance Budget to Forecast over / (under)
	2017-2018	2018-2019	2018-2019	

c. B05. Monthly Budget to Actual to Forecast

- This report provides Statement of Operations format comparing:
  - Current month's actuals to Budget
  - YTD actuals to Budget
  - Annual Budget to most recent Forecast

	Current Month Budget June 2018-2019	Current Month Actual June 2018-2019	YTD Budget YTD-June 2018-2019	YTD Actual YTD-June 2018-2019	Annual Budget Year Total 2018-2019	Annual Forecast Year Total 2018-2019	Variance Budget to Forecast over / (under)
Academic - APO	9,430	10,240	28,291	30,721	113,164	137,085	23,921
Continuing Support	21,405	20,354	64,216	61,061	256,864	252,883	(3,981)
Excluded Staff Salaries	14,282	-	42,847	16,766	171,389	106,766	(64,623)
Benefits	9,594	8,352	28,783	29,075	115,130	115,423	293
Supplies Svcs Sundri	1,250	-	3,750	2,177	15,000	26,723	11,723
Communications	417	168	1,250	504	5,000	3,204	(1,796)
Travel & Hosting	1,250	-	3,750	-	15,000	16,364	1,364
Total Expense	57,629	39,114	172,887	140,305	691,547	658,448	(33,100)