Fiscal Management Tool Introduction

The Fiscal Management Tool (FMT) spreadsheet was developed to help each unit track the expenditures and stay within budget. The Fiscal Year (FY) begins on July 1st and ends on June 30th, and there is a section for each month of the FY to make entries. The FMT User should record all purchases <u>as they are made</u> and on a monthly basis, and reconcile the expenditures with Oracle.

If the manager would like an estimate of funds available at the end of the year, the FMT User may add projected expenses (routine or one-time projects) under the month of June as a placeholder, then move to the correct month once/if it becomes an actual expense. As long as the FMT user is provided with all current and pending expenditure information and updates the FMT on a regular basis, the projected year-end available balance will be reliable and enable the unit manager to make decisions to decrease spending (if overage is projected) or utilize savings effectively.

To maximize the benefits and effectively use the FMT:

1) Ensure that the FMT user is notified of **all** current and future **expenditures**, which come from a variety of sources, including the most common:
    a. P-card transactions (purchases)
    b. Invoices for services or equipment purchases
    c. Travel
    d. Training
    e. Mileage reimbursement

2) User should update the FMT on a regular basis with expenditures as they are made, and reconcile against Oracle on a monthly basis.

3) User should update projected expenditures listed in June, based on input regarding planned projects and purchases.

4) The *"Year to Date Expenditures for June"* should include all actual expenditures, encumbrances and projected expenditures based on invoices and planned projects. The *"Available Balance after June"* is the year-end projected balance. If the projected balance is negative, this is an opportunity to take corrective action to bring your unit within budget and check in with your budget analyst regarding possible solutions. If the projected balance is positive, this is an opportunity to develop a plan to utilize the funds effectively.