MEMO

DATE: March 30, 2011
TO: University Departments
FROM: Whitney Pugh, Executive Director
SUBJECT: Summer Instructional Reporting

Colleagues:

The purpose of this memo is to explain the new approach for reporting summer instruction expenses.

This new approach will be effective immediately, and should be used for the entire Summer 2011 semester and all future summer semesters.

Two important points

1. Definition
For this purpose, the term “summer expenses” will be defined as follows: Any compensation associated with the delivery of a summer, budget-related section assigned to E&G. Such items as supplies, operating costs, marketing, graders and tutors will be excluded.

2. Double Index Method
Because each summer semester spans two fiscal years, this creates a problem in reporting expenses. Using Banner indexes presents a relatively easy solution to this problem. Every department that offers summer instruction will need to create two indexes. One index will be used in odd years (beginning Summer 2011), and the second index will be used in even years. Let me be clear: by year, I am referring to the calendar year of the summer semester. For example, for the Summer 2011 semester, the odd index will be used to record summer expenses for all summer 2011 instruction, regardless of whether the costs are incurred in Fiscal Year 2011 (prior to July 1, 2011) or in Fiscal Year FY2012 (after June 30, 2011). We need all expense for the entire summer semester reported in one index, and this system allows us to do that.

Background
This change addresses a specific void in our current reporting system. Currently, we have the ability to identify credit hours for summer instruction. We also can easily segregate the tuition revenue associated with those summer credit hours. Unfortunately, we have no way of correctly identifying the instructional cost of delivering those credit hours. The University continues to examine summer programs, and without good data on costs, it is very difficult to make informed decisions. Summer
Instruction will be a point of emphasis for the next several years, so this change is very timely. That is why it is important that we implement beginning Summer 2011.

Impact on Budget Process
Will this have an impact on the budget process? For some departments, yes. Certain departments have funds set aside already for summer instruction. These funds should be budgeted in one of the summer indexes.

Deficits
These indexes are not black holes. There is no reason ever to allow a deficit to exist in these indexes. As new expenses are assigned to the index, corresponding budget transfers should be completed.

RCDE
Please note that if the credit hours are delivered by RCDE or USU-Eastern, then the expenses should be excluded from these summer indexes. This process only addresses E&G credit hours. RCDE and USU-Eastern will be handled separately.

Conclusion
I understand that this will create some additional work for you. I appreciate the support you have shown thus far, and I know that as time goes by, the benefits of using this approach will become apparent. Please contact my staff or I should you have any questions.