

Trends & Analysis Workshop



Session Objectives

- Analyzing & Identifying Budget Deficits
- Quarterly Forecasting & Trending
- Year Over Year Forecasting



Section I: Analyzing & Identifying Budget Deficits



Budget vs. Actuals Report Parameters

BudgetPak™
Budget. Forecast. Report.

HomeVersionsStatusReportsProjectionsConfigurationAbout

Advanced reportingSelect a report and detailed options for it. You may also retrieve previously-saved selections.

Step 1: Select a report

P&L reports:Other reports:

Select the date range:

☒ Annual☐ Quarterly☐ Year-to-date☐ Monthly

Group accounts by:

☒ By default subtotals☐ By section☐ ActionPaks only

Step 2: Select the version(s)

Report on which version?2017 Adjusted Budget

Compare against which version?

☐ None☒ This version:2017 Actuals

Step 3: Select units

The currently-selected units are listed below. Click 'Change unit selections' to select from

Change unit selections1 unit selected.

| Unit code | Description |
|-----------|------------------------|
| 10012 | Base Unit A (Training) |

Budget vs. Actuals Report

| | A | B | C | D | E | F | G | H | I | J |
|----|------------------------------------|-------------------------------------|---------------------------------------|----------------------|---|--------------|---|-----------------|---|------------------|
| 1 | Annual Report | | | | | | | | | |
| 2 | Company: | | Western University of Health Sciences | | | | | | | |
| 3 | Version: | | 2017 Adjusted Budget | | | | | | | |
| 4 | Comparison version: | | 2017 Actuals | | | | | | | |
| 5 | Unit: | | 10012: Base Unit A (Training) | | | | | | | |
| 6 | Budget holder: | | Training, BO (botraining) | | | | | | | |
| 7 | | | | | | | | | | |
| 8 | | | | | | | | | | |
| 9 | Account | Description | | 2017 Adjusted Budget | | 2017 Actuals | | Variance Amount | | Variance Percent |
| 10 | 5001 | Student Tuition | | 616,142 | | 616,399 | | -257 | | 0.0 % |
| 11 | Student Tuition | | | 616,142 | | 616,399 | | -257 | | 0.0 % |
| 12 | Total Revenue | | | \$616,142 | | \$616,399 | | (\$257) | | 0.0 % |
| 13 | 6200 | Salaries - Administration Full Time | | 90,000 | | 90,450 | | -450 | | -0.5 % |
| 14 | Exempt Administrative Expenses | | | 90,000 | | 90,450 | | -450 | | -0.5 % |
| 15 | 6600 | Wages Admin Staff-Full time | | 25,200 | | 25,326 | | -126 | | -0.5 % |
| 16 | Non-Exempt Administrative Expenses | | | 25,200 | | 25,326 | | -126 | | -0.5 % |
| 17 | 6850 | Allocated Fringe Benefits | | 36,864 | | 37,048 | | -184 | | -0.5 % |
| 18 | Fringe Benefits | | | 36,864 | | 37,048 | | -184 | | -0.5 % |
| 19 | 70211 | Cellular Phone Stipend | | 0 | | 0 | | - | | - |
| 20 | 70280 | Telephone | | 1,380 | | 1,439 | | -59 | | -4.1 % |
| 21 | Communications | | | 1,380 | | 1,439 | | -59 | | -4.1 % |
| 22 | 70300 | Continuing Education | | 1,200 | | 800 | | 400 | | 50.0 % |
| 23 | 70302 | Faculty Development | | 1,200 | | 500 | | 700 | | 140.0 % |
| 24 | 70306 | Employee Meals Expense | | 0 | | 0 | | - | | - |
| 25 | 70307 | Per Diem Meals | | 0 | | 0 | | - | | - |

Identifying Budget Deficiencies

| | A | B | C | D | E | F |
|----|---------------------|---------------------------------------|----------------------|-------------|-----------------|------------------|
| 1 | Annual Report | | | | | |
| 2 | Company: | Western University of Health Sciences | | | | |
| 3 | Version: | 2017 Adjusted Budget | | | | |
| 4 | Comparison version: | 2017 Actuals | | | | |
| 5 | Unit: | 10012: Base Unit A (Training) | | | | |
| 6 | Budget holder: | Training, BO (botraining) | | | | |
| 7 | Account | Description | 2017 Adjusted Budget | 2017 Actual | Variance Amount | Variance Percent |
| 8 | 5001 | Student Tuition | 616,142 | 616,399 | -257 | 0.00% |
| 11 | 6200 | Salaries - Administration Full Time | 90,000 | 90,450 | -450 | -0.50% |
| 13 | 6600 | Wages Admin Staff-Full time | 25,200 | 25,326 | -126 | -0.50% |
| 15 | 6850 | Allocated Fringe Benefits | 36,864 | 37,048 | -184 | -0.50% |
| 18 | 70280 | Telephone | 1,380 | 1,439 | -59 | -4.10% |
| 30 | 70500 | Accreditation Fees | 1,440 | 1,500 | -60 | -4.00% |
| 37 | 70915 | Contracted Services | 3,000 | 3,001 | -1 | 0.00% |
| 39 | 70970 | Repairs and Maintenance Contracts | 2,160 | 2,161 | -1 | 0.00% |
| 52 | 71530 | Event Supplies | 300 | 426 | -126 | -29.60% |
| 53 | 71560 | Office Supplies | 1,800 | 2,105 | -305 | -14.50% |
| 54 | 71575 | Postage | 240 | 261 | -21 | -8.00% |
| 55 | 71580 | Reprographics | 1,500 | 2,889 | -1,389 | -48.10% |
| 61 | 7925 | Furniture | 3,000 | 27,738 | -24,738 | -89.20% |

YTD Report Parameters

BudgetPak™
Budget. Forecast. Report.

HomeVersionsStatusReportsProjectionsConfigurationAbout

Advanced reportingSelect a report and detailed options for it. You may also retrieve previously-saved selections.

Step 1: Select a report

P&L reports:Other reports:

Select the date range:

☐ Annual

☐ Quarterly

☒ Year-to-date

☐ Monthly

Year-to-date through?

Select...
June

Group accounts by:

☒ By default subtotals

☐ By section

☐ ActionPaks only

Step 2: Select the version(s)

Report on which version?

2017 Adjusted Budget

Compare against which version?

☐ None

☒ This version:

2017 Actuals

Step 3: Select units

The currently-selected units are listed below. Click 'Change unit selections' to select

Change unit selections1 unit selected.

| Unit code | Description |
|-----------|------------------------|
| 10012 | Base Unit A (Training) |

YTD Budget vs. Actuals Report

| | B | C | D | E | F | G | H | I | J | K |
|----|------------------------------------|---------------------------------------|---|----------------------|---|--------------|---|-----------------|---|------------------|
| 1 | Year-to-Date Report | | | | | | | | | |
| 3 | Company: | Western University of Health Sciences | | | | | | | | |
| 4 | Version: | 2017 Adjusted Budget | | | | | | | | |
| 5 | Comparison version: | 2017 Actuals | | | | | | | | |
| 6 | Unit: | 10012: Base Unit A (Training) | | | | | | | | |
| 7 | Budget holder: | Training, BO (botraining) | | | | | | | | |
| 8 | | | | | | | | | | |
| 12 | YTD through June | | | | | | | | | |
| 13 | Account | Description | | 2017 Adjusted Budget | | 2017 Actuals | | Variance Amount | | Variance Percent |
| 14 | 5001 | Student Tuition | | 564,797 | | 565,054 | | -257 | | 0.0 % |
| 15 | Student Tuition | | | 564,797 | | 565,054 | | -257 | | 0.0 % |
| 16 | Total Revenue | | | \$564,797 | | \$565,054 | | (\$257) | | 0.0 % |
| 17 | 6200 | Salaries - Administration Full Time | | 82,500 | | 82,913 | | -413 | | -0.5 % |
| 18 | Exempt Administrative Expenses | | | 82,500 | | 82,913 | | -413 | | -0.5 % |
| 19 | 6600 | Wages Admin Staff-Full time | | 23,100 | | 23,216 | | -116 | | -0.5 % |
| 20 | Non-Exempt Administrative Expenses | | | 23,100 | | 23,216 | | -116 | | -0.5 % |
| 21 | 6850 | Allocated Fringe Benefits | | 33,792 | | 33,961 | | -169 | | -0.5 % |
| 22 | Fringe Benefits | | | 33,792 | | 33,961 | | -169 | | -0.5 % |
| 23 | 70211 | Cellular Phone Stipend | | 0 | | 0 | | - | | - |
| 24 | 70280 | Telephone | | 1,265 | | 1,321 | | -56 | | -4.2 % |
| 25 | Communications | | | 1,265 | | 1,321 | | -56 | | -4.2 % |
| 26 | 70300 | Continuing Education | | 1,100 | | 800 | | 300 | | 37.5 % |
| 27 | 70302 | Faculty Development | | 1,100 | | 500 | | 600 | | 120.0 % |
| 28 | 70306 | Employee Meals Expense | | 0 | | 0 | | - | | - |
| 29 | 70307 | Per Diem Meals | | 0 | | 0 | | - | | - |

Estimating Recurring Expenses

Year-to-Date Report

Company: Western University of Health Sciences
Version: 2017 Adjusted Budget
Comparison: 2017 Actuals
Unit: 10012: Base Unit A (Training)
Budget holder: Training, BO (botraining)

| | | YTD through June | | | | | |
|---------|-----------------|----------------------|--------------|-----------------|------------------|-----------|-----------------------|
| Account | Description | 2017 Adjusted Budget | 2017 Actuals | Variance Amount | Variance Percent | Est. June | Total Budget Transfer |
| 70280 | Telephone | 1,265.00 | 1,320.63 | (55.63) | -4.20% | 120.06 | 175.69 |
| 71560 | Office Supplies | 1,650.00 | 1,953.75 | (303.75) | -15.50% | 177.61 | 481.36 |
| 71575 | Postage | 220.00 | 244.00 | (24.00) | -9.80% | 22.18 | 46.18 |
| 71580 | Reprographics | 1,375.00 | 2,649.00 | (1,274.00) | -48.10% | 240.82 | 1,514.82 |

| | |
|--------------------------|-------------------|
| Actuals | \$2,649.00 |
| Number of Months | 11 |
| = Monthly Expense | = \$240.82 |

| | |
|-------------------------|-----------------|
| Monthly Expense | \$240.82 |
| x Remaining Months | x 1 |
| Rolling Forecast | \$240.82 |

| | |
|------------------------------|-------------------|
| Variance | \$1,274.00 |
| + Rolling Forecast | + 240.82 |
| Total Budget Transfer | \$1,514.82 |

Team Exercise #1

1. Run Budget vs. Actuals Report
2. Format and Filter Report
3. Calculate Monthly Expense
4. Calculate Rolling Forecast
5. Calculating Total Budget Transfer
6. Add Rationale/Note(s)

$$\frac{\text{Actuals}}{\text{Number of Months}} = \text{Monthly Expense}$$

$$\frac{\text{Monthly Expense} \times \text{Remaining Months}}{\text{Rolling Forecast}}$$

$$\frac{\text{Variance} + \text{Rolling Forecast}}{\text{Total Budget Transfer}}$$

Section II: Quarterly Forecasting



Quarterly Report Parameters

BudgetPak™
Budget. Forecast. Report.

HomeVersionsStatusReportsProjectionsConfigurationAbout

Advanced reportingSelect a report and detailed options for it. You may also retrieve previously-saved selections.

Step 1: Select a report

P&L reports:Other reports:

Select the date range:

☐ Annual

☒ Quarterly

☐ Year-to-date

☐ Monthly

Which quarters?

☒ Q1

☒ Q2

☒ Q3

☒ Q4

Group accounts by:

☒ By default subtotals

☐ By section

☐ ActionPaks only

Step 2: Select the version(s)

Report on which version?2017 Actuals

Compare against which version?

☒ None

☐ This version:

2017 Actuals

Step 3: Select units

The currently-selected units are listed below. Click 'Change unit selections' to select from

Change unit selections1 unit selected.

| Unit code | Description |
|-----------|------------------------|
| 10012 | Base Unit A (Training) |

Quarterly Report

| | | | | | | | | | | | |
|----|------------------------------------|-------------------------------------|---------------------------------------|-----------|---|-----------|---|-----------|---|-----------|---|
| | D | E | F | G | I | I | J | K | L | M | N |
| 1 | Quarterly Report | | | | | | | | | | |
| 2 | Company: | | Western University of Health Sciences | | | | | | | | |
| 3 | Version: | | 2017 Actuals | | | | | | | | |
| 4 | Unit: | | 10012: Base Unit A (Training) | | | | | | | | |
| 5 | Budget holder: | | Training, BO (botraining) | | | | | | | | |
| 6 | | | | | | | | | | | |
| 10 | Account | Description | | Q1 | | Q2 | | Q3 | | Q4 | |
| 11 | 5001 | Student Tuition | | 154,292 | | 154,036 | | 154,036 | | 154,036 | |
| 12 | Student Tuition | | | 154,292 | | 154,036 | | 154,036 | | 154,036 | |
| 13 | Total Revenue | | | \$154,292 | | \$154,036 | | \$154,036 | | \$154,036 | |
| 14 | 6200 | Salaries - Administration Full Time | | 22,613 | | 22,613 | | 22,613 | | 22,613 | |
| 15 | Exempt Administrative Expenses | | | 22,613 | | 22,613 | | 22,613 | | 22,613 | |
| 16 | 6600 | Wages Admin Staff-Full time | | 6,332 | | 6,332 | | 6,332 | | 6,332 | |
| 17 | Non-Exempt Administrative Expenses | | | 6,332 | | 6,332 | | 6,332 | | 6,332 | |
| 18 | 6850 | Allocated Fringe Benefits | | 9,262 | | 9,262 | | 9,262 | | 9,262 | |
| 19 | Fringe Benefits | | | 9,262 | | 9,262 | | 9,262 | | 9,262 | |
| 20 | 70211 | Cellular Phone Stipend | | 0 | | 0 | | 0 | | 0 | |
| 21 | 70280 | Telephone | | 364 | | 349 | | 362 | | 364 | |
| 22 | Communications | | | 364 | | 349 | | 362 | | 364 | |

Rolling Forecast

Quarterly Report

Company: Western University of Health Sciences

Version: 2017 Actuals

Unit: 10012: Base Unit A (Training)

Budget holder: Training, BO (botraining)

| Account | Description | Q1 | Q2 | % Change | Q3 | % Change | Q4 | % Change | Total | 2018 Q1 Forecast | Notes for 2017 Actuals |
|---------|--------------------------------|--------|--------|-------------|--------|-------------|--------|-------------|--------|---------------------|----------------------------|
| 6200 | Salaries - Administration Full | 22,613 | 22,613 | 0.00% | 22,613 | 0.00% | 22,613 | 0.00% | 90,450 | 43,178 | 2.5% increase + 20K new |
| 6600 | Wages Admin Staff-Full time | 6,332 | 6,332 | 0.00% | 6,332 | 0.00% | 6,332 | 0.00% | 25,326 | 6,490 | 2.5% increase |
| 6850 | Allocated Fringe Benefits | 9,262 | 9,262 | 0.00% | 9,262 | 0.00% | 9,262 | 0.00% | 37,048 | 16,043 | 32.3% of salary |
| 70280 | Telephone | 364 | 349 | -4.02% | 362 | 3.72% | 364 | 0.55% | 1,439 | 421 | 2% increase + \$50 new PCN |
| 71560 | Office Supplies | 551 | 502 | -8.94% | 551 | 9.82% | 502 | -8.94% | 2,105 | 737 | 2% increase + \$175 new |
| 71575 | Postage | 66 | 63 | -4.55% | 65 | 3.17% | 67 | 3.08% | 261 | 67 | 2% increase |
| 71580 | Reprographics | 700 | 770 | 10.00% | 714 | -7.27% | 705 | -1.26% | 2,889 | 714 | 2% increase |

Q1 Forecast = (Prior Quarter(s) x (1 + % Adjustment)) + Anticipated Expenses

Forecasting Telephone Charges Per Employee

Calculating Monthly Expense Per Employee

| | |
|-------------------------------|----------------|
| Average Monthly Expense | \$118.38 |
| Number of Current Employees | 6 |
| = Expense Per Employee | \$19.73 |

Team Exercise #2

1. Run Quarterly Report
2. Format and Filter Report
3. Calculate Quarterly Changes
4. Calculate Rolling Forecast
5. Add Rationale/Note(s)



Section III: Year Over Year Projection



Year Over Year Report Parameters

BudgetPak™
Budget. Forecast. Report.

HomeVersionsStatusReportsProjectionsConfigurationAbout

Advanced reportingSelect a report and detailed options for it. You may also retrieve previously-saved selections.

Step 1: Select a report

P&L reports:Other reports:

Select the date range:

☒ Annual☐ Quarterly☐ Year-to-date☐ Monthly

Group accounts by:

☒ By default subtotals☐ By section☐ ActionPaks only

Step 2: Select the version(s)

Report on which version?2017 Actuals

Compare against which version?

☐ None☒ This version:2018 Adopted Budget

Step 3: Select units

The currently-selected units are listed below. Click 'Change unit selections' to select

Change unit selections1 unit selected.

| Unit code | Description |
|-----------|------------------------|
| 10012 | Base Unit A (Training) |

Year Over Year Report

| Annual Report | | | | | |
|---------------------|------------------------------------|---------------------------------------|--------------|-----------------|------------------|
| Company: | | Western University of Health Sciences | | | |
| Version: | | 2017 Actuals | | | |
| Comparison version: | | 2018 Adopted | | | |
| Unit: | | 10012: Base Unit A (Training) | | | |
| Budget holder: | | Training, BO (botraining) | | | |
| Account | Description | 2017 Actuals | 2018 Adopted | Variance Amount | Variance Percent |
| 5001 | Student Tuition | 0 | 616,399 | -616,399 | -100.0 % |
| | Student Tuition | 0 | 616,399 | -616,399 | -100.0 % |
| | Total Revenue | \$0 | \$616,399 | (\$616,399) | -100.0 % |
| 6200 | Salaries - Administration Full | 81,000 | 90,450 | -9,450 | -10.4 % |
| | Exempt Administrative Expenses | 81,000 | 90,450 | -9,450 | -10.4 % |
| 6600 | Wages Admin Staff-Full time | 22,680 | 25,326 | -2,646 | -10.4 % |
| | Non-Exempt Administrative Expenses | 22,680 | 25,326 | -2,646 | -10.4 % |
| 6850 | Allocated Fringe Benefits | 33,178 | 37,048 | -3,871 | -10.4 % |
| | Fringe Benefits | 33,178 | 37,048 | -3,871 | -10.4 % |
| 70211 | Cellular Phone Stipend | 0 | 0 | - | - |
| 70280 | Telephone | 1,380 | 1,439 | -59 | -4.1 % |
| | Communications | 1,380 | 1,439 | -59 | -4.1 % |

Forecasting New Fiscal Year Budget

Annual Report

Company: Western University of Health Sciences
Version: 2017 Actuals
Comparison version: 2018 Adopted
Unit: 10012: Base Unit A (Training)
Budget holder: Training, BO (botraining)

| Account | Description | 2017 Actual | 2018 Adopted | Variance Amount | Variance Percent | % Increase Adjustment | Reallocation | Additional Funding | 2019 Projected | Notes for 2019 Projected |
|--------------|-------------------------------------|---------------------|---------------------|-------------------|------------------|-----------------------|--------------|---------------------|---------------------|--------------------------|
| 6200 | Salaries - Administration Full Time | 81,000 | 90,450 | -9,450 | -10.4 % | 2.5% | | 20,000 | 132,711.25 | +\$20K new PCN |
| 6600 | Wages Admin Staff-Full time | 22,680 | 25,326 | -2,646 | -10.4 % | 2.5% | | | 25,959.15 | |
| 6850 | Allocated Fringe Benefits | 33,178 | 37,048 | -3,871 | -10.4 % | 32.3% | | | 51,250.54 | |
| 70280 | Telephone | 1,380 | 1,439 | -59 | -4.1 % | 0.0% | 50 | | 1,488.63 | +\$50 new PCN |
| 70300 | Continuing Education | 1,000 | 800 | 200 | 25.0 % | 0.0% | (200) | | 600.00 | |
| 70302 | Faculty Development | 800 | 500 | 300 | 60.0 % | 0.0% | (300) | | 200.00 | |
| 70310 | Registration Fees | 578 | 578 | - | 0.0 % | 0.0% | | | 578.00 | |
| 70350 | Training Seminars-Staff | 800 | 600 | 200 | 33.3 % | 0.0% | (200) | | 400.00 | |
| 70500 | Accreditation Fees | 1,500 | 1,500 | - | 0.0 % | 0.0% | | | 1,500.00 | |
| 70915 | Contracted Services | 2,400 | 3,001 | -601 | -20.0 % | 0.0% | | | 3,001.25 | |
| 70970 | Repairs and Maintenance Contracts | 1,800 | 2,161 | -361 | -16.7 % | 0.0% | | | 2,160.90 | |
| 70980 | General Maintenance & Repairs | 875 | 803 | 73 | 9.0 % | 0.0% | | | 802.50 | |
| 71475 | Subscriptions | 75 | 125 | -50 | -40.0 % | 0.0% | | | 125.00 | |
| 71505 | Computer Supplies | 375 | 500 | -125 | -25.0 % | 0.0% | | | 500.25 | |
| 71530 | Event Supplies | 425 | 426 | -1 | -0.2 % | 0.0% | | | 425.88 | |
| 71560 | Office Supplies | 1,500 | 2,105 | -605 | -28.7 % | 0.0% | 175 | | 2,279.50 | +\$175 new PCN |
| 71575 | Postage | 228 | 261 | -33 | -12.6 % | 0.0% | | | 261.00 | |
| 71580 | Reprographics | 1,292 | 2,889 | -1,597 | -55.3 % | 0.0% | | | 2,889.00 | |
| 71590 | Student Supplies | 562 | 613 | -51 | -8.2 % | 0.0% | | | 612.50 | |
| 79200 | Equipment-Computers | 1,700 | 1,709 | -9 | -0.5 % | 0.0% | 275 | 725 | 3,708.50 | +\$1,000 new PCN |
| 79201 | Equipment-Telephone | 75 | 75 | 0 | -0.5 % | 0.0% | 200 | | 275.38 | +\$200 new PCN |
| 7925 | Furniture | 2,200 | 27,738 | -25,538 | -92.1 % | 0.0% | | | 27,738.00 | |
| Total | | \$156,422.60 | \$200,645.60 | (\$44,223) | -22.0 % | | \$ - | \$ 20,725.00 | \$259,467.21 | |

Projected Budget Per Account = (Base Budget x (1 + % Adjustment)) + Reallocation + Additional Funding

Team Exercise #3

1. Run Annual Report
2. Format and Filter Report
3. Calculate % Changes
4. Reallocate Budget
5. Include Additional Funding
6. Calculate Rolling Forecast
7. Add Rationale/Note(s)



Questions





Go Forth and Analyze those Trends!!

