

Budget to Actuals

As explained by your friendly neighborhood OSP Team



The When

Budget to Actuals (aka B2A's, Budget Summaries, Project Financials) are sent each month to all PIs with active projects.

The Why

Having PIs review their budgets against the actual expenditures on their projects is an integral part of them managing their projects. This regular review helps to prevent project cost overruns, overspending in various budget categories, and ensure that spending is in line with the project's timeline.

The How (to understand and utilize B2As)

Headers

- Fiscal Year: FY23 is July 1, 2023, through June 30, 2024. When will FY24 start?
- Periods; P01 = July, P02 = August, P03 = September, etc.

Accounts

- Six-digit number specifying the internal (CSUSM Corp) category for each expense.
- Different than the budget categories used to build project budgets for sponsors.

Numbers

(Boom shaka-laka!!)

- Current Budget: the amount budgeted to a specific account code.
- Inception to Date Actuals: expenses posted to the project through the *Period* listed in the header.
- Encumbrances: expenses earmarked to be spent. Done through a Purchase Order already (ICs, equipment ,etc.)
- Balance Available: remaining amount available to be spent by category.

Budget to Actuals (Example)

Business Unit = SMURS - CSUSM Corporation. Fiscal Year = 2023, Period = 10

PI Name	Fund	Project Fdescr	Project CF End Dt	Acct Fdescr	Current Budget	Inception to Date Actuals	Encumbrances	Balance Available	% Used				
Smith, John	85XXX	85xx1	04/15/2024	601824 - Salaries Auxiliary Staff	14,064.42	28,930.28	0.00	(14,865.86)	206%				
				601825 - Salaries Aux Temp w/leave	11,797.00	0.00	0.00	11,797.00	0%				
				601826 - Salaries Aux Temp w/o leave		12,749.00	0.00	(12,749.00)					
				601828 - Salaries Aux Reimb to CSUSM	9,007.00	0.00	0.00	9,007.00	0%				
				603003 - Benefits Dental Insurance		241.23	0.00	(241.23)					
				603004 - Benefits Health & Welfare		3,007.80	0.00	(3,007.80)					
				603005 - Benefits Retirement		1,300.80	0.00	(1,300.80)					
				603007 - Benefits Insurance Work Comp		106.48	0.00	(106.48)					
				603010 - Benefits Unemployment Comp		137.81	0.00	(137.81)					
				603011 - Benefits Life Insurance		67.47	0.00	(67.47)					
				603012 - Benefits Medicare		1,791.91	0.00	(1,791.91)					
				603013 - Benefits Vision Care		40.78	0.00	(40.78)					
				603805 - Benefits Aux Reimb to CSUSM		4,504.00	0.00	4,504.00	0%				
				603806 - Benefits Alloc Auxiliary Staff		5,625.77	0.00	1,044.42	81%				
				603807 - Benefits Alloc Temp w/leave		2,359.40	(62.93)	2,422.33	-3%				
				603808 - Benefits Alloc Temp w/o Leave			523.39	(523.39)					
				603812 - Benefits Employee Assist Prog			2.70	(2.70)					
				606001 - Travel-In State		2,000.00	300.00	0.00	1,700.00	15%			
				620001 - SP Subrecipient w/F&A		11,850.00	9,114.82	2,735.18	0.00	100%			
				660948 - SupSrv - Supplies Aux		2,000.00	0.00	0.00	2,000.00	0%			
				662807 - SP Indirect		18,962.41	18,849.87	0.00	112.54	99%			
				85xx1 Total					82,170.00	81,682.76	2,735.18	(2,247.94)	103%
					92xxx	85xx3	08/15/2024	601824 - Salaries Auxiliary Staff	22,718.03	4,604.96	0.00	18,113.07	20%
								601826 - Salaries Aux Temp w/o leave	8,112.00	1,936.00	0.00	6,176.00	24%
								601827 - Salaries Aux Students	6,645.00	0.00	0.00	6,645.00	0%
								601828 - Salaries Aux Reimb to CSUSM	10,108.50	0.00	0.00	10,108.50	0%
								603805 - Benefits Aux Reimb to CSUSM	5,054.25	0.00	0.00	5,054.25	0%
603806 - Benefits Alloc Auxiliary Staff	9,087.20	1,703.84	0.00					7,383.36	19%				
603808 - Benefits Alloc Temp w/o Leave	1,622.40	180.05	0.00					1,442.35	11%				
603809 - BenefitsAlloc Students	265.80	0.00	0.00					265.80	0%				
606001 - Travel-In State	3,957.50	0.00	0.00					3,957.50	0%				
606002 - Travel-Out of State	21,030.00	0.00	0.00					21,030.00	0%				
660090 - Other Expense	500.00	0.00	0.00					500.00	0%				
660927 - Other Catering	1,200.00	0.00	0.00					1,200.00	0%				
660948 - SupSrv - Supplies Aux	500.00	0.00	0.00					500.00	0%				
662807 - SP Indirect	44,492.32	4,128.18	0.00					40,364.14	9%				
85xx3 Total								135,293.00	12,553.03	0.00	122,739.97	9%	
Grand Total								217,463.00	94,235.79	2,735.18	120,492.03	46%	