

The following documents were provided to *The Rotunda* by Longwood University officials on Feb. 28 in response to a Virginia Freedom of Information (FOIA) request filed on Feb. 13.



From: [McGregor, Matthew](#)
To: [McWilliams, Matthew](#)
Subject: Fwd: Local funds
Date: Friday, February 28, 2025 2:02:40 PM

----- Forwarded message -----

From: "McWilliams, Matthew" <mcwilliamsmj@longwood.edu>
Date: Feb 28, 2025 1:40 PM
Subject: Local funds
To: "McGregor, Matthew" <mcmgregormc@longwood.edu>,"Smith, Larissa" <smithlm@longwood.edu>
Cc:

Matt and Lara,

Sending a quick note this morning so that we have all this information in one spot for the future in reference to local funds.

The scheduled Nov. 13 and Feb. 21 local funds replenishment transfers are complete. As we talk to folks around campus about this, I just wanted to jot down the highlights so we have them in one spot:

- A significant portion of the June sweep was of Athletics and Advancement funds, which at any given summer are drawn down normally at the end of the fiscal year.
- The remaining \$1.6 million had two parts – a) roughly \$1 million of normal endowment yield, which we have to spend on an annual basis, and which is replenished each May from investment earnings, and b) roughly \$600,000 of departmental local funds made up of annual giving. That third part – the \$600,000 of departmental local funds that came from annual giving is what was promised to be replenished in full (see attached spreadsheet).
- We replenished \$124,561 between July and November; \$208,120 on 11/13; and \$269,184 on 2/21.
- All of the replenishment was drawn from unrestricted philanthropic funds.

And, of course, fundraising activity for this year continues to be strong.

By the way, I also chatted with the president this morning and budget talks in Richmond seem to be progressing reasonably well. We certainly still have to manage finances carefully for the foreseeable future, which thanks to you two especially is happening every day, but we are in a much better position compared with a great many of our peers who are having significant budget issues. I think we can remain cautiously optimistic that we will enter FY26 on firm footing.

Talk soon—

Matt

Matthew McWilliams
University Spokesperson and Deputy to the President
Longwood University
434-395-4806

mcwilliamsmj@longwood.edu

Fund			Year End	Restoration	Restored Prior	Restoration	Restoration
Code	VP Area	Fund Title	Sweep	Amounts	to November	November	February
36301	VPAA	CBE-010-000-0000 Coll Business	\$ 12,000.00	\$ 12,000.00		\$ 8,000.00	\$ 4,000.00
36317	VPAA	CBE-010-000-0002 Exec in Resid	\$ 25,000.00	\$ 25,000.00		\$ 8,000.00	\$ 17,000.00
36305	VPAA	CBE-010-000-0020 SNVC Institut	\$ 20,000.00	\$ 34,916.00		\$ 4,916.00	\$ 30,000.00
36309	VPAA	CBE-010-020-0002 Ctr Cybersec	\$ 500.00	\$ 500.00		\$ 500.00	
36310	VPAA	CBE-010-020-0003 Longwood Logi	\$ 315.72	\$ 315.72		\$ 315.72	
36311	VPAA	CBE-010-050-0000 Military Scie	\$ 681.64	\$ 681.64		\$ 681.64	
36317	VPAA	CBE-010-000-0010 Young Prof Pg	\$ 1,775.49	\$ 1,775.49		\$ 1,775.49	
36404	VPAA	CEH 020-000-0004 ITTIP Operati	\$ 176.82	\$ 176.82		\$ 176.82	
36405	VPAA	CEH 020-000-0005 CEHS Discreti	\$ 30,000.00	\$ 30,000.00		\$ 8,000.00	\$ 22,000.00
36406	VPAA	CEH 020-010-0000 School Educati	\$ 5,000.00	\$ 5,000.00		\$ 5,000.00	
36407	VPAA	CEH 020-010-0001 Infant Toddle	\$ 2,879.84	\$ 2,879.84		\$ 2,879.84	
36408	VPAA	CEH 020-010-0002 SHLS Gen Op	\$ 6,000.00	\$ 6,000.00		\$ 6,000.00	
36409	VPAA	CEH 020-010-0004 Call Me MR Op	\$ 2,721.42	\$ 2,721.42		\$ 2,721.42	
36411	VPAA	CEH 020-010-0007 Counsel Ed Op	\$ 1,200.00	\$ 1,200.00		\$ 1,200.00	
36412	VPAA	CEH 020-010-0008 Andy Taylor	\$ 7,500.00	\$ 7,500.00		\$ 7,500.00	
36414	VPAA	CEH 020-010-0010 School Librar	\$ 3,949.70	\$ 3,949.70		\$ 3,949.70	
36415	VPAA	CEH 020-020-0000 Soc Work Gen	\$ 5,500.00	\$ 5,500.00		\$ 5,500.00	
36416	VPAA	CEH 020-050-0000 Hlth Rec Kine	\$ 2,482.50	\$ 2,482.50		\$ 2,482.50	
36419	VPAA	CEH 020-050-0010 Therap Recrea	\$ 800.00	\$ 800.00		\$ 800.00	
36421	VPAA	CEH 020-070-0010 Commun Scienc	\$ 11,000.00	\$ 11,000.00		\$ 8,000.00	\$ 3,000.00
36422	VPAA	CEH 020-030-0002 Read Lit Lear	\$ 400.00	\$ 400.00		\$ 400.00	
36423	VPAA	CEH 020-000-0003 LU Recover Fund	\$ 1,300.00	\$ 1,300.00		\$ 1,300.00	
36424	VPAA	CEH 020-010-0003 Call Me MR-Dupont	\$ 461.87	\$ 461.87		\$ 461.87	
36431	VPAA	CEH 020-010-0012 OTP Operating	\$ 500.00	\$ 500.00		\$ 500.00	
36432	VPAA	CEH 030-085-0005 Nurse Sim. Lab	\$ 35,000.00	\$ 35,000.00		\$ 8,000.00	\$ 27,000.00
36433	VPAA	CEH 020-010-0101 Mart. Fin Aid	\$ 500.00	\$ 500.00		\$ 500.00	
36434	VPAA	CEH 020-030-0000 Spec. Educ.	\$ 2,499.37	\$ 2,499.37		\$ 2,499.37	
36435	VPAA	CEH 020-010-0013 ITTIP	\$ 578.00	\$ 578.00		\$ 578.00	
36436	VPAA	CEH 020-000-0007 CLASP	\$ 2,000.00	\$ 2,000.00		\$ 2,000.00	
36437	VPAA	CEH 060-020-0001 SVA Writing	\$ 110.00	\$ 110.00		\$ 110.00	
36438	VPAA	CEH 020-010-0014 Early Chd Edu	\$ 400.00	\$ 400.00		\$ 400.00	
36441	VPAA	CEH 020-070-0012 Scott Rites	\$ 3,019.31	\$ 3,019.31		\$ 3,019.31	
36705	VPAA	CAS 030-020-0000 Womens Studie	\$ 200.00	\$ 200.00		\$ 200.00	
36706	VPAA	CAS 030-030-0000 Art Gen Fund	\$ 12,781.49	\$ 12,781.49		\$ 8,000.00	\$ 4,781.49
36707	VPAA	CAS 030-030-0002 Design Lab Op	\$ 650.00	\$ 650.00		\$ 650.00	
36708	VPAA	CAS 030-040-0000 Eng & Mod Lan	\$ 40,000.00	\$ 40,000.00		\$ 8,000.00	\$ 32,000.00
36709	VPAA	CAS 030-040-0001 Home & Abroad	\$ 1,459.78	\$ 1,459.78		\$ 1,459.78	
36711	VPAA	CAS 030-050-0000 His Sci Phil	\$ 7,000.00	\$ 7,000.00		\$ 7,000.00	
36712	VPAA	CAS 030-060-0000 Math Comp Sci	\$ 25,000.00	\$ 25,000.00			\$ 25,000.00
36713	VPAA	CAS 030-070-0000 Music General	\$ 10,000.00	\$ 10,000.00		\$ 8,000.00	\$ 2,000.00
36715	VPAA	CAS 030-080-0000 Envir Sci Gen	\$ 6,000.00	\$ 6,000.00		\$ 6,000.00	
36716	VPAA	CAS 030-080-0002 Biology Dept	\$ 13,402.97	\$ 13,402.97		\$ 8,000.00	\$ 5,402.97
36720	VPAA	CAS 030-080-0010 Herbarium Fun	\$ 3,845.90	\$ 3,845.90		\$ 3,845.90	
36722	VPAA	CAS 030-082-0001 Chemistry	\$ 3,755.19	\$ 3,755.19		\$ 3,755.19	
36723	VPAA	CAS 030-082-0003 Physics Dept	\$ 5,000.00	\$ 5,000.00		\$ 5,000.00	
36724	VPAA	CAS 030-082-0004 Wilcox Herb	\$ 1,815.69	\$ 1,815.69		\$ 1,815.69	
36727	VPAA	CAS 030-090-0000 Psych General	\$ 6,000.00	\$ 6,000.00		\$ 6,000.00	
36728	VPAA	CAS 030-100-0000 Soc Anth CrJu	\$ 6,000.00	\$ 6,000.00		\$ 6,000.00	
36731	VPAA	CAS 030-110-0000 Theatre Opera	\$ 25,000.00	\$ 25,000.00		\$ 8,000.00	\$ 17,000.00
36732	VPAA	CAS 030-110-0101 Theatre Schol	\$ 300.00	\$ 300.00		\$ 300.00	
36733	VPAA	CAS 030-120-0000 Comm Studies	\$ 1,651.47	\$ 1,651.47		\$ 1,651.47	
36734	VPAA	CAS 030-120-0002 LAMP	\$ 650.00	\$ 650.00		\$ 650.00	
36735	VPAA	CAS 030-120-0003 Media Showcas	\$ 39.36	\$ 39.36		\$ 39.36	
36738	VPAA	CAS 030-040-0002 Tann Fund ML	\$ 5,000.00	\$ 5,000.00		\$ 5,000.00	
36740	VPAA	CAS 030-040-0102 Challenger Award	\$ 635.86	\$ 635.86		\$ 635.86	
36749	VPAA	CAS 030-050-0502 G S,C,M Fund	\$ 3,697.28	\$ 3,697.28		\$ 3,697.28	
36759	VPAA	CAS 030-040-0003 Robert Lynch	\$ 205.00	\$ 205.00		\$ 205.00	

36762	VPAA	CAS 030-085-0100 Nurse Op Sch	\$	400.00	\$	400.00		\$	400.00			
36763	VPAA	CAS 030-085-0208 Haislip Nurs	\$	400.00	\$	400.00		\$	400.00			
36764	VPAA	CAS 030-085-0003 Nursing RAM CI	\$	1,300.00	\$	1,300.00		\$	1,300.00			
36771	VPAA	CAS 070-030-0009 Blackwell Tks	\$	750.00	\$	750.00		\$	750.00			
36772	VPAA	CAS 030-070-0004 Carnigie 23	\$	1,300.00	\$	1,300.00		\$	1,300.00			
36773	VPAA	CAS 030-080-0007 Yellowstone Exc	\$	500.00	\$	500.00		\$	500.00			
36774	VPAA	CAS 030-070-0005 Stu Mus Perf	\$	650.56	\$	650.56		\$	650.56			
36902	VPAA	VPAA 070-030-0001 Gen & Ethnic	\$	396.95	\$	396.95		\$	396.95			
36907	VPAA	LIB 025-000-0000 Library Operating	\$	30,000.00	\$	30,000.00				\$ 30,000.00		
36908	VPAA	VPAA 070-030-0101 Fuqua Excel	\$	503.52	\$	503.52		\$	503.53			
36914	VPAA	VPAA 070-075-0001 Grad Studies	\$	650.00	\$	650.00		\$	650.00			
36924	VPAA	VPAA 070-030-8007 AA QEP Stud	\$	10,000.00	\$	10,000.00				\$ 10,000.00		
36926	VPAA	VPAA 020-060-0200 Andy Taylor	\$	40,000.00	\$	40,000.00				\$ 40,000.00		
36428	VPAA	CEH 065-010-1967 CI 1967 SHLS	\$	2,325.99	\$	2,325.99		\$	2,325.99			
36429	VPAA	CEH 020-010-0500 Til.&Va SHLS	\$	1,870.02	\$	1,870.02		\$	1,870.02			
35203	VPAA	Graduate Student Activities (BK4)	\$	5,000.00	\$	5,000.00		\$	5,000.00			
36704	VPAA	CAS 030-010-0201 Warrine-Burke	\$	1,000.00	\$	1,000.00	\$	1,000.00				
36721	VPAA	CAS 030-081-0000 Clean VA Water	\$	20,000.00	\$	20,000.00	\$	20,000.00				
36729	VPAA	CAS 030-100-0001 J Jordan Arch	\$	2,500.00	\$	2,500.00	\$	2,500.00				
36730	VPAA	CAS 030-100-0004 Instit Archae	\$	1,932.38	\$	1,932.38	\$	1,932.38				
36741	VPAA	CAS 030-070-0003 LU Ctr Comm Music	\$	987.00	\$	987.00	\$	987.00				
36768	VPAA	CAS 030-082-0005 Andressen Phy	\$	4,000.00	\$	4,000.00	\$	4,000.00				
36770	VPAA	CAS 070-030-0107 AKD Support	\$	300.00	\$	300.00	\$	300.00				
36909	VPAA	VPAA 070-030-0102 Cormier Honor	\$	40,000.00	\$	20,000.00	\$	20,000.00				
36912	VPAA	VPAA 070-030-0105 Breakthru Ad	\$	8,000.00	\$	8,000.00	\$	8,000.00				
36915	VPAA	VPAA 070-075-0002 Longw Life	\$	7,000.00	\$	7,000.00	\$	7,000.00				
36916	VPAA	VPAA 070-075-0003 Summer Lit	\$	4,000.00	\$	4,000.00	\$	4,000.00				
36938	VPAA	VPAA 020-010-0011 Ace The Test	\$	1,800.00	\$	1,800.00	\$	1,800.00				
37123	VPAA	CAS 030-100-0100 J Arch Fld Sc	\$	1,641.64	\$	1,641.64	\$	1,641.64				
36761	VPAA	CAS 030-060-0201 Badger-Magnif	\$	400.00	\$	400.00	\$	400.00				
37207	VPAA	LCVA 050-000-0200 Wells Bishop	\$	6,000.00	\$	6,000.00	\$	6,000.00				
37212	VPAA	LCVA 050-000-0506 Oppenhimer	\$	13,000.00	\$	13,000.00	\$	13,000.00				
37215	VPAA	LCVA 050-000-0509 H. Yancey	\$	2,000.00	\$	2,000.00	\$	2,000.00				
35016	VPAA	Clean Virginia Local (Bank 4)	\$	10,000.00	\$	10,000.00	\$	10,000.00				
35020	VPAA	Virginia Water Monitoring C.	\$	20,000.00	\$	20,000.00	\$	20,000.00				
Total			\$	606,949.72	\$	601,865.73	\$	124,561.02	\$	208,120.27	\$	269,184.45

From: [Smith, Larissa](#)
To: [McWilliams, Matthew](#)
Subject: FW: BIES Local Fund Balances Update
Date: Wednesday, February 26, 2025 9:29:06 AM
Attachments: [BIES Local Fund Balances 2.21.25.xlsx](#)
[BIES Local Fund Ledger Transfers 2.25.pdf](#)

From: Smith, Larissa
Sent: Monday, February 24, 2025 10:41 PM
To: Lehman, Mary <lehmanme@longwood.edu>; Tinsley, Reannan <tinsleyrm@longwood.edu>
Cc: RAB <byrnera@longwood.edu>; Seamster, Lisa <seamsterlh@longwood.edu>
Subject: BIES Local Fund Balances Update

Hi Mary and Reannan,

This is a first of a series of emails I will be sending this week about FY25 budgets and about FY26 budget planning. This email focuses on local funds.

The restoration of local funds has been completed. I am attaching a spreadsheet that contains a list of your local account(s) that shows the transfer amount(s) and cash-on-hand balance as of February 21. I have also attached a PDF of screenshots of the Banner Ledger Activity that shows when the transfers were made.

We restored funds in two steps. If the fund had less than \$10,000 swept, then the fund was fully restored in November. If the fund had more than \$10,000 swept, then \$8,000 was restored in November, and the remaining balance was restored in February.

-

Where to see this activity in Banner: The funds have been restored to your Cash-on-Hand balance, not your Budgeted balance. To see your Cash-on-hand Balance, please go to Banner Admin – (screen) – FGITBAL. You will see the amount restored in one lump sum under the Transfer Control line.

-

Background: As you may remember, at the September Board of Visitors meeting, President Reveley announced that the money that was deducted from Academic Affairs local accounts associated with departments and colleges, specifically those funded through annual and other kinds of recurring or one-time gifts, would be restored. Local accounts that are funded through programmatic endowment spend rates would not be restored. The Board of Visitors also approved a revision to [Policy 2028](#), “Use and Investment of Local Funds,” which clarified that local accounts funded by annual giving would not be swept at the University level.

Budgeting of Local Funds: As a reminder of what we have discussed before with regard to the

budgeting of local funds:

- Local accounts funded through annual giving and other gifts (labeled AF in the attached spreadsheet) will carry over from year to year, but it is expected that going forward you will have a budget plan for how a certain amount of those funds will be spent each year.
- Local accounts funded through programmatic endowment spend rates (labeled PE in the attached spreadsheet) will also carry over from year to year, but it is expected that going forward the annual spend rate for a given fiscal year should be spent down in the same fiscal year.

If you have a PE account, I will be sending you a separate email soon asking for you to share how you plan to spend the rest of your budgeted spend rate amount this fiscal year.

I will also be sending a separate email about FY26 budget planning, which will include the budgeting of local funds.

If you have questions about your individual accounts or how to access them in Banner, please reach out to Kim Wingo or me. If you would like to meet to discuss further any aspects of your budget, please let me know. Kim and I are happy to do so.

Thank you for all you do to support faculty and students and to be good stewards of University resources.

Best wishes,
Lara

Larissa M. Smith, PhD
Provost and Vice President for Academic Affairs
Professor of History
Longwood University
201 High Street
Farmville, VA 23909
434.395.2010

Fiscal	As of		Fund	
Year	Month	PE/AF	Code	Fund Title
	25	8 AF	36715	CAS 030-080-0000 Envir Sci Gen
	25	8 AF	36716	CAS 030-080-0002 Biology Dept
	25	8 AF	36717	CAS 030-080-0004 Turtle Conser
	25	8 AF	36719	CAS 030-080-0006 Environ Educ
	25	8 AF	36720	CAS 030-080-0010 Herbarium Fun

FY25 Budgeted Amount	FY25 Beginning Balance	Revenue	Expenses	Transfers	Cash On Hand
2,378.01	8,062.24	5,100.00	(1,707.44)	6,000.00	17,454.80
6,448.00	19,743.88	340.00	(1,968.53)	13,402.97	31,518.32
0.00	0.00	0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00	0.00	0.00
5,837.30	5,837.30	0.00	0.00	3,845.90	9,683.20

X

General Ledger Activity FGI/LAC 9.3.23 (PROD)

Chart: L Period: Fiscal Year: 25 Index: Fund: 36715 Account: 31009

Start Over

ADD RETRIEVE RELATED TOOLS

GENERAL LEDGER ACTIVITY

Account

Transaction Date

Type

Document

Description

Amount

Debit

Credit

31009

11/13/2024

JEB

J0028797

MOVE CASH FROM 35017

6,000.00

6,000.00

Total

6,000.00

6,000.00

Record 1 of 1

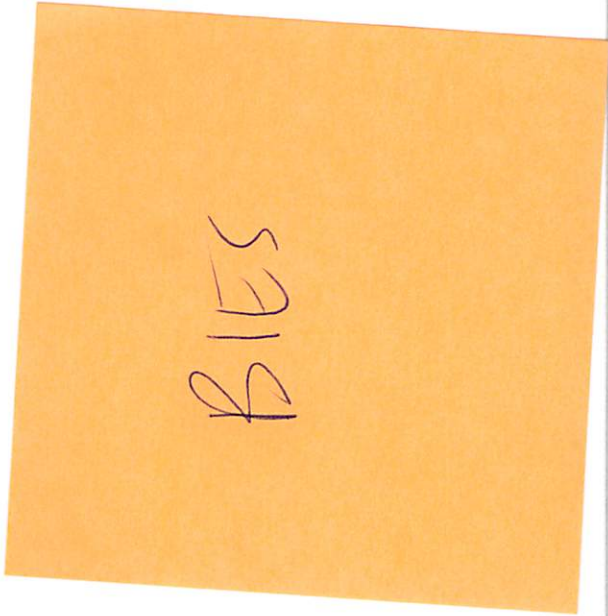
Settings

Insert

Delete

Copy

Filter



EDIT

Record: 1/1

FGI/IRID-BLOCK/FGI/IRID-ACCT CODE [1]

CANCEL SELECT

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General Ledger Activity FGI GLAC 9.3.23 (PROD)

Chart: L Period: Fiscal Year: 25 Index: Fund: 36720 Account: 31009

GENERAL LEDGER ACTIVITY

Start Over

ADD RETRIEVE RELATED TOOLS

Settings Insert Delete DebitCredit Filter

Account	Transaction Date	Type	Document	Description	Amount	DebitCredit
31009	11/13/2024	JEB	J0028797	MOVE CASH FROM 35017	3,845.90	Credit
Total					3,845.90	Credit

1 of 1

10 Per Page

Record 1 of 1

From: [Smith, Larissa](#)
To: [McWilliams, Matthew](#)
Subject: FW: CAFE Local Fund Balance Update
Date: Wednesday, February 26, 2025 9:31:43 AM
Attachments: [CAFE Local Fund Balance 2.21.25.xlsx](#)
[CAFE-Blackwell Talks Local Fund Ledger Transfer 2.21.25.pdf](#)

From: Smith, Larissa
Sent: Monday, February 24, 2025 11:27 PM
To: Tracy, Pamela <tracypj@longwood.edu>; Anderson, Carol <andersoncb2@longwood.edu>
Cc: Wingo, Kim <wingokb@longwood.edu>
Subject: CAFE Local Fund Balance Update

Hi Pam and Carol –

I am sending all deans, directors, and department chairs updates for their local fund balances showing that the swept funds from year-end FY24 have been restored. I've included below my email to department chairs, much of which doesn't apply to CAFE but may be helpful context. I will touch base with you about the rest of FY25 spending and FY26 budget planning in the coming weeks.

Let Kim or me know if you have any questions.

Best wishes,
Lara

Message to department chairs below:

Hi,

This is a first of a series of emails I will be sending this week about FY25 budgets and about FY26 budget planning. This email focuses on local funds.

The restoration of local funds has been completed. I am attaching a spreadsheet that contains a list of your local account(s) that shows the transfer amount(s) and cash-on-hand balance as of February 21. I have also attached a PDF of screenshots of the Banner Ledger Activity that shows when the transfers were made.

We restored funds in two steps. If the fund had less than \$10,000 swept, then the fund was fully restored in November. If the fund had more than \$10,000 swept, then \$8,000 was restored in November, and the remaining balance was restored in February.

-

Where to see this activity in Banner: The funds have been restored to your Cash-on-Hand balance, not your Budgeted balance. To see your Cash-on-hand Balance, please go to Banner Admin – (screen) – FGITBAL. You will see the amount restored in one lump sum under the Transfer Control line.

-

Background: As you may remember, at the September Board of Visitors meeting, President Reveley announced at the that the money that was deducted from Academic Affairs local accounts associated with departments and colleges, specifically those funded through annual and other kinds of recurring or one-time gifts, would be restored. Local accounts that are funded through programmatic endowment spend rates would not be restored. The Board of Visitors also approved a revision to [Policy 2028](#), “Use and Investment of Local Funds,” which clarified that local accounts funded by annual giving would not be swept at the University level.

Budgeting of Local Funds: As a reminder of what we have discussed before with regard to the budgeting of local funds:

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If you have a PE account, I will be sending you a separate email soon asking for you to share how you plan to spend the rest of your budgeted spend rate amount this fiscal year.

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If you have questions about your individual accounts or how to access them in Banner, please reach out to Kim Wingo or me. If you would like to meet to discuss further any aspects of your budget, please let me know. Kim and I are happy to do so.

Thank you for all you do to support faculty and students and to be good stewards of University resources.

Best wishes,
Lara

Larissa M. Smith, PhD
Provost and Vice President for Academic Affairs
Professor of History
Longwood University
201 High Street
Farmville, VA 23909
434.395.2010

Fiscal Year	End	As of Month	PE/AF	Fund Code	Fund Title	FY25 Budgeted Amount
25			8 AF	36771	CAS 070-030-0009 Blackwell Tks	907.98

FY25

Beginning				Cash On
Balance	Revenue	Expenses	Transfers	Hand
907.98	0.00	(170.73)	750.00	1,487.25

Chart: L Period: Fiscal Year: 25 Index: Fund: 36771 Account: 31009

GENERAL LEDGER ACTIVITY

Account	Transaction Date	Type	Document	Description	Amount	Debit	Credit
31009	11/13/2024	JEB	J0022797	MOVE CASH FROM 35017	750.00		Credit
Total					750.00		Credit

Record 1 of 1

Settings Insert Delete Print Copy Filter

Start Over

CATE -
Blockwell
Tanks

From: [Smith, Larissa](#)
To: [McWilliams, Matthew](#)
Subject: FW: CBE Local Fund Balance Update
Date: Wednesday, February 26, 2025 9:28:34 AM
Attachments: [CBE Local Fund Balances 2.21.25.xlsx](#)
[CBE Local Fund Ledger Transfers 2.25.pdf](#)

From: Smith, Larissa
Sent: Monday, February 24, 2025 10:02 PM
To: Mamun, Khawaja <mamunka@longwood.edu>; Jarrett, Tracey <jarretttf@longwood.edu>
Cc: Wingo, Kim <wingokb@longwood.edu>
Subject: CBE Local Fund Balance Update

Hi Mamun and Tracey,

This is a first of a series of emails I will be sending this week to academic departments and deans about FY25 budgets and about FY26 budget planning. This email focuses on local funds.

The restoration of local funds has been completed. I am attaching a spreadsheet that contains a list of your local account(s) that shows the transfer amount(s) and cash-on-hand balance as of February 21. I have also attached a PDF of screenshots of the Banner Ledger Activity that shows when the transfers were made.

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Budgeting of Local Funds: As a reminder of what we have discussed before with regard to the budgeting of local funds:

- Local accounts funded through annual giving and other gifts (labeled AF in the attached spreadsheet) will carry over from year to year, but it is expected that going forward you will have a budget plan for how a certain amount of those funds will be spent each year.
- Local accounts funded through programmatic endowment spend rates (labeled PE in the attached spreadsheet) will also carry over from year to year, but it is expected that going forward the annual spend rate for a given fiscal year should be spent down in the same fiscal year.

If you have a PE account, I will be sending you a separate email soon asking for you to share how you plan to spend the rest of your budgeted spend rate amount this fiscal year.

I will also be sending a separate email about FY26 budget planning, which will include the budgeting of local funds.

Because of the deficits in some of the local accounts in CBE at the end of last fiscal year, there were several amounts that were transferred between accounts to clear the deficits. We also transferred money into the new local accounts created.

Mamun and I can walk through this all at our meeting this Wednesday. And we can schedule a follow-up budget meeting with all four of us (Mamun, Tracey, Kim, and me) as well.

Thank you for all you do to support faculty and students and to be good stewards of University resources.

Best wishes,
Lara

Larissa M. Smith, PhD
Provost and Vice President for Academic Affairs
Professor of History
Longwood University
201 High Street
Farmville, VA 23909
434.395.2010

Fiscal Year	As of Month End	PE/AF	Fund Code	Fund Title	FY25 Budgeted Amount
	25	8 AF	36301	CBE-010-000-0000 Coll Business	10,702.70
	25	8 AF	36302	CBE-010-000-0002 Exec in Resid	16,879.46
	25	8 AF	36303	CBE-010-000-0006 MBA Program	0.00
	25	8 AF	36304	CBE-010-000-0007 Chinese Excha	0.00
	25	8 AF	36305	CBE-010-000-0020 SNVC Institut	6,364.08
	25	8 AF	36306	CBE-010-000-0050 Alumni Recogn	0.00
	25	8 AF	36307	CBE-010-010-0001 Fin Responsib	0.00
	25	8 AF	36308	CBE-010-020-0001 Ctr Econ Educ	0.00
	25	8 AF	36309	CBE-010-020-0002 Ctr Cybersec	1,011.52
	25	8 AF	36310	CBE-010-020-0003 Longwood Logi	0.00
	25	8 AF	36311	CBE-010-050-0000 Military Scie	0.00
	25	8 AF	36312	CBE-010-000-0010 Young Prof Pg	2,259.64
	25	8 AF	36313	CBE-010-000-0100 McGaughy Ct	12,500.00
	25	8 PE	36314	CBE-010-000-0500 McGaughy End	2,516.85
	25	8 PE	36315	CBE-010-000-7150 McGaughy	6,490.65
FY25 NEW ACCOUNTS:					
	25	8 AF	36316	CBE 010-020-0100 JBA Econ	0.00
	25	8 AF	36317	CBE 010-000-0001 Advisory	0.00

FY25 Beginning

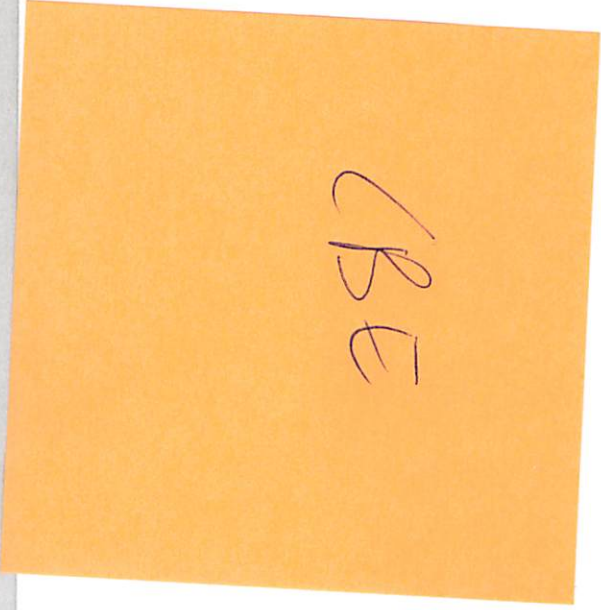
Balance	Revenue	Expenses	Transfers	Cash On Hand
11,347.77	541.00	(11,162.43)	7,850.09	8,576.43
16,879.46	0.00	0.00	(16,879.46)	0.00
0.00	0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00	0.00
6,364.08	0.00	(109.12)	34,916.00	41,170.96
0.00	0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00	0.00
3,400.09	0.00	0.00	(3,400.09)	0.00
1,011.52	0.00	0.00	500.00	1,511.52
0.00	0.00	0.00	315.72	315.72
0.00	0.00	(2,926.43)	681.64	(2,244.79)
2,650.33	0.00	(390.69)	(2,259.64)	0.00
0.00	12,500.00	(10,561.03)	7,500.00	9,438.97
2,516.85	0.00	0.00	0.00	2,516.85
6,490.65	0.00	0.00	0.00	6,490.65
0.00	315.00	0.00	3,438.26	3,753.26
0.00	14,000.00	(5,012.86)	45,914.59	54,901.73

Chart: L Period: Fiscal Year: 25 Index: Fund: 36301 Account: 31009

Start Over

GENERAL LEDGER ACTIVITY						Settings		Insert		Delete		Copy		Filter	
Account	Transaction Date	Type	Document	Description	Amount	Debit	Credit								
31009	02/18/2025	JEB	J00289036	MOVE CASH FROM 37119 PER TR	4,000.00		Credit								
31009	11/13/2024	JEB	J0028797	MOVE CASH FROM 35017	8,000.00		Credit								
31009	08/14/2024	JEB	J0028463	MOVE CASH FROM 36308	3,400.09		Credit								
31009	07/24/2024	JEB	J0028411	MOVE TO MCGAUGHY 36313	7,500.00		Debit								
31009	07/24/2024	JEB	J0028411	MV F0029840 TO JBA 36316	50.00		Debit								
Total						7,550.09	Credit								

Record 1 of 5



GENERAL LEDGER ACTIVITY						Settings		Insert		Delete		Copy		Filter		Start Over	
Account	Transaction Date	Type	Document	Description	Amount	Debit	Credit	Debit	Credit	Debit	Credit	Debit	Credit	Debit	Credit	Record 1 of 2	
31009	02/18/2025	JEB	J0029036	MOVE CASH FROM 37119 PER TR			30,000.00		Credit								
31009	11/13/2024	JEB	J0028797	MOVE CASH FROM 35017			4,916.00		Credit								
Total							34,916.00		Credit								

X

General Ledger Activity FGIGLAC 9.3.23 (PROD)

Chart: L Period: Fiscal Year: 25 Index: Fund: 36309 Account: 31009

GENERAL LEDGER ACTIVITY

Account

Transaction Date

Type

Document

Description

Amount

500.00 Credit

31009

11/13/2024

JEB

J0028797

MOVE CASH FROM 35017

500.00 Credit

Total

500.00 Credit

1 of 1

10 v Per Page

Record 1 of 1

Settings

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Start Over

General Ledger Activity FGIGLAC 9.3.23 (PROD)

Chart: L

Period: Fiscal Year: 25

Index: Fund: 36310

Account: 31009

ADD

RETRIEVE

RELATED

TOOLS

Start Over

GENERAL LEDGER ACTIVITY

Account	Transaction Date	Type	Document	Description	Amount	Debit	Credit
31009	11/13/2024	JEB	J0028797	MOVE CASH FROM 35017		315.72	Credit
Total						315.72	Credit

Record 1 of 1

Settings

Insert

Delete

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Print

Chart: L Period: Fiscal Year: 25 Index: Fund: 36311 Account: 31009

GENERAL LEDGER ACTIVITY

Account	Transaction Date	Type	Document	Description	Amount	Debit	Credit
31009	11/13/2024	JEB	J0028797	MOVE CASH FROM 35017	681.64	Credit	
Total					681.64	Credit	

Record 1 of 1

Chart: L Period: Fiscal Year: 25 Index: Fund: 36317 Account: 31009

GENERAL LEDGER ACTIVITY

Account	Transaction Date	Type	Document	Description	Amount	Debit	Credit
31009	02/18/2025	JEB	J00239035	MOVE CASH FROM 37119 PER TR	17,000.00	Credit	
31009	11/13/2024	JEB	J0028797	MOVE CASH FROM 35017	8,000.00	Credit	
31009	11/13/2024	JEB	J0028797	MOVE CASH FROM 35017	1,775.49	Credit	
31009	09/20/2024	JEB	J0028601	MOVE CASH FROM 35017	19,138.10	Credit	
				MOVE FROM 36302 36312	45,914.59	Credit	
Total							

Record 1 of 4

From: [Smith, Larissa](#)
To: [McWilliams, Matthew](#)
Subject: FW: CCCAS Dean Local Fund Balance
Date: Wednesday, February 26, 2025 9:31:53 AM
Attachments: [CCCAS Dean Local Fund Balance 2.21.25.xlsx](#)
[Dean CCCAS Local Fund Ledger Transfer 2.25.pdf](#)

From: Smith, Larissa
Sent: Monday, February 24, 2025 11:36 PM
To: RAB <byrnera@longwood.edu>; Seamster, Lisa <seamsterlh@longwood.edu>
Cc: Wingo, Kim <wingokb@longwood.edu>
Subject: CCCAS Dean Local Fund Balance

Hi Roger and Lisa –

As you have seen from your inbox, I have been busy sending each of the department chairs their Local Fund Balances and Ledger Transfers. I have attached for your reference just the accounts that are in the CCCAS Dean's Office. As I put this together, I realize we overlooked the Cook Cole COA account and did not restore the \$900 that was swept from that. Let me see what we can do to make that account whole again. And my apologies.

I will send you all a full spreadsheet with all the CCCAS accounts on one sheet, so you don't have to go back through all the emails you were copied on!

Please let Kim and me know if you have any questions, and thanks from the bottom of both our hearts for all you do to manage budgets and use University resources wisely.

Best wishes,
Lara

Larissa M. Smith, PhD
Provost and Vice President for Academic Affairs
Professor of History
Longwood University
201 High Street
Farmville, VA 23909
434.395.2010

General Ledger Activity FGIGLAC 9.3.24 (PROD)

Chart: L Period: Fiscal Year: 25 Index: Fund: 36705 Account: 31009

WOMEN'S STUDIES

GENERAL LEDGER ACTIVITY

Account	Transaction Date	Type	Document	Description	Amount	Debit	Credit
31009	11/13/2024	JEB	J0028797	MOVE CASH FROM 35017	200.00	Credit	
Total					200.00	Credit	

1 of 1

10 Per Page

Record 1 of 1

ADD RETRIEVE RELATED TOOLS

Start Over

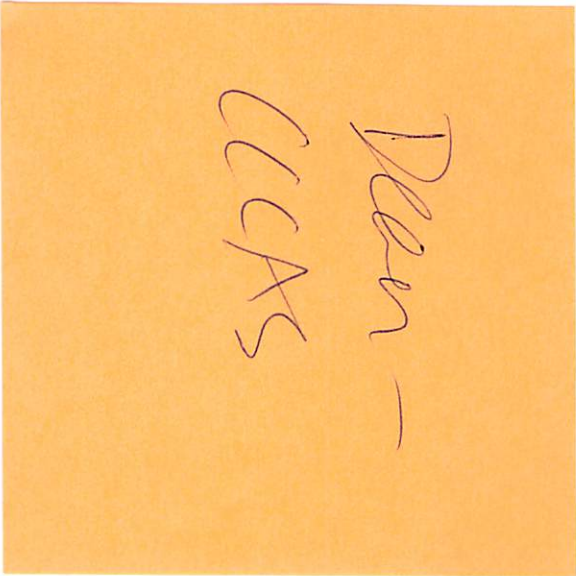




Chart: L Period: Fiscal Year: 25 Index: Fund: 36902 Account: 31009

GENDER & ETHNIC STUDIES

Start Over

GENERAL LEDGER ACTIVITY

Account	Transaction Date	Type	Document	Description	Amount	Debit	Credit
31009	11/13/2024	JEB	J0028797	MOVE CASH FROM 35017	396.95		Credit
Total					396.95		Credit

Record 1 of 1

Settings

Insert

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Filter

Fiscal Year	As of Month End	PE/AF	Fund Code	Fund Title
	25	8 AF	36701	CAS 030-000-0000 Cook Cole COA
	25	8 AF	36705	CAS 030-020-0000 Womens Studie
	25	8 PE	36746	CAS 030-000-0500 Fund
	25	8 AF	36765	CAS 030-025-0001 US Race & Ethenic
	25	8 AF	36902	VPAA 070-030-0001 Gen & Ethnic

FY25	FY25				
Budgeted	Beginning				Cash On
Amount	Balance	Revenue	Expenses	Transfers	Hand
325.00	1,200.75	1.00	0.00	0.00	1,201.75
300.00	717.51	0.00	(129.39)	200.00	788.12
95,048.86	100,984.00	0.00	(24,655.77)	0.00	76,328.23
0.00	0.00	0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00	396.95	396.95

From: [Smith, Larissa](#)
To: [McWilliams, Matthew](#)
Subject: FW: Dean_CEHHS
Date: Wednesday, February 26, 2025 9:27:06 AM
Attachments: [Dean_CEHHS.pdf](#)
[CEHHS Dean Local Fund Balances 2.21.25.xlsx](#)

From: Smith, Larissa
Sent: Monday, February 24, 2025 9:38 PM
To: McDonald, Angela <mcdonaldar@longwood.edu>
Cc: Armes, Jenn <armesjs@longwood.edu>
Subject: FW: Dean_CEHHS

Hi Angela and Jenn,

This is a first of a series of emails I will be sending this week about FY25 budgets and about FY26 budget planning. This email focuses on local funds.

The restoration of local funds has been completed. I am attaching a spreadsheet that contains a list of the local account(s) for the CEHHS Dean's Office that shows the transfer amount(s) and cash-on-hand balance as of February 21. I have also attached a PDF of screenshots of the Banner Ledger Activity that shows when the transfers were made.

We restored funds in two steps. If the fund had less than \$10,000 swept, then the fund was fully restored in November. If the fund had more than \$10,000 swept, then \$8,000 was restored in November, and the remaining balance was restored in February.

-
Where to see this activity in Banner: The funds have been restored to your Cash-on-Hand balance, not your Budgeted balance. To see your Cash-on-hand Balance, please go to Banner Admin – (screen) – FGITBAL. You will see the amount restored in one lump sum under the Transfer Control line.

-
Background: As you may remember, at the September Board of Visitors meeting, President Reveley announced at the that the money that was deducted from Academic Affairs local accounts associated with departments and colleges, specifically those funded through annual and other kinds of recurring or one-time gifts, would be restored. Local accounts that are funded through programmatic endowment spend rates would not be restored. The Board of Visitors also approved a revision to [Policy 2028](#), "Use and Investment of Local Funds," which clarified that local accounts funded by annual giving would not be swept at the University level.

Budgeting of Local Funds: As a reminder of what we have discussed before with regard to the budgeting of local funds:

- Local accounts funded through annual giving and other gifts (labeled AF in the attached

spreadsheet) will carry over from year to year, but it is expected that going forward you will have a budget plan for how a certain amount of those funds will be spent each year.

- Local accounts funded through programmatic endowment spend rates (labeled PE in the attached spreadsheet) will also carry over from year to year, but it is expected that going forward the annual spend rate for a given fiscal year should be spent down in the same fiscal year.

If you have a PE account, I will be sending you a separate email soon asking for you to share how you plan to spend the rest of your budgeted spend rate amount this fiscal year.

I will also be sending a separate email about FY26 budget planning, which will include the budgeting of local funds.

If you have questions about your individual accounts or how to access them in Banner, please reach out to Kim Wingo or me. If you would like to meet to discuss further any aspects of your budget, please let me know. Kim and I are happy to do so.

The Dean's office will be copied on the other emails I send out to Department Chairs in CEHHS, and I will give you one big spreadsheet with all your accounts on it for reference. Look for that in the next day or so.

Thank you for all you do to support faculty and students and to be good stewards of University resources.

Best wishes,
Lara

Larissa M. Smith, PhD
Provost and Vice President for Academic Affairs
Professor of History
Longwood University
201 High Street
Farmville, VA 23909
434.395.2010

Fiscal Year	As of Month End	PE/AF	Fund Code	Fund Title
25	8 AF	36401	CEH-020-000-0000 Ed & Hum Svc	
25	8 AF	36402	CEH 020-000-0001 Lee Earl Ames	
25	8 AF	36403	CEH 020-000-0002 Lead Tchr Pro	
25	8 AF	36404	CEH 020-000-0004 ITTIP Operati	
25	8 AF	36405	CEH 020-000-0005 CEHS Discreti	
25	8 AF	36407	CEH 020-010-0001 Infant Toddler	
25	8 AF	36409	CEH 020-010-0004 Call Me MR Op	
25	8 AF	36410	CEH 020-010-0006 Suit Me Up Op	
25	8 AF	36412	CEH 020-010-0008 AT Scholar	
25	8 AF	36424	CEH 020-010-0003 Call Me MR-Dupont	
25	8 AF	36425	CEH 020-010-0239 Out, Teacher A	
25	8 PE	36426	CEH 020-000-7002 Staples Lect	
25	8 AF	36430	CEH 020-000-0006 C.w/Lancers	
25	8 AF	36431	CEH 020-010-0012 OTP Operating	
25	8 AF	36435	CEH 020-010-0013 ITTIP	
25	8 AF	36436	CEH 020-000-0007 CLASP	
25	8 AF	36938	VPAA 020-010-0011 Ace The Test	
25	8 PE	36939	VPAA 070-030-0502 Railford	
25	8 PE	36940	VPAA 070-075-0500 Kraemer	

FY25	FY25				
Budgeted	Beginning				
Amount	Balance	Revenue	Expenses	Transfers	Cash On Hand
0.00	0.00	10.00	0.00	0.00	10.00
0.00	0.00	0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00	176.82	176.82
42,473.05	34,875.59	0.00	(5,181.07)	37,822.86	67,517.38
4,343.04	4,371.02	0.00	(2,479.89)	2,879.84	4,770.97
4,130.57	4,130.57	100.00	(484.34)	2,721.42	6,467.65
0.00	0.00	0.00	0.00	0.00	0.00
7,520.88	7,520.88	100.00	(21.40)	7,500.00	15,099.48
0.00	0.00	0.00	0.00	461.87	461.87
0.00	0.00	0.00	0.00	0.00	0.00
7,713.50	7,713.50	0.00	0.00	0.00	7,713.50
4,878.76	4,878.76	0.00	0.00	0.00	4,878.76
719.77	719.77	0.00	(117.63)	500.00	1,102.14
0.00	0.00	0.00	0.00	578.00	578.00
0.00	7,822.86	0.00	0.00	(5,822.86)	2,000.00
2,806.75	1,459.95	2,510.00	(3,492.26)	1,800.00	2,277.69
550.00	550.00	0.00	0.00	0.00	550.00
8,000.00	8,000.00	0.00	(4,342.20)	0.00	3,657.80

General Ledger Activity FGI&LAC 9.3.23 (PROD)

Chart: L Period: Fiscal Year: 25 Index: Fund: 36404 Account: 31009

ITIP OPERATING

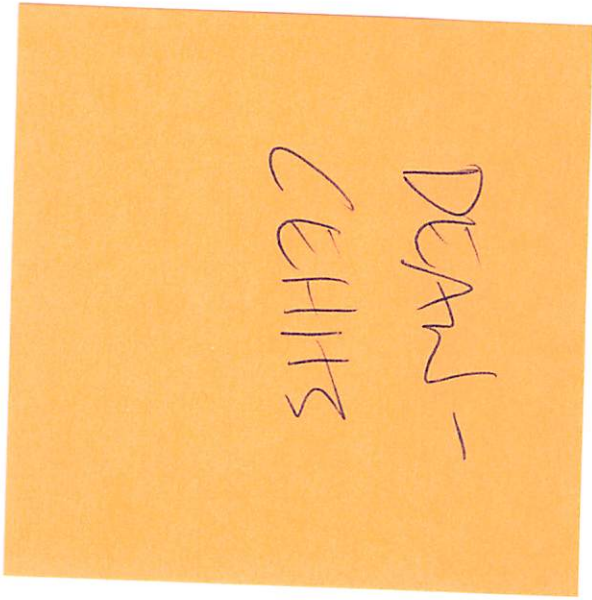
GENERAL LEDGER ACTIVITY

Account	Transaction Date	Type	Document	Description	Amount	Debit	Credit
31009	11/13/2024	JEB	J0028757	MOVE CASH FROM 35017		176.82	Credit
Total						176.82	Credit

Record 1 of 1

ADD RETRIEVE RELATED TOOLS

Start Over



CEHS DISCRETIONARY

GENERAL LEDGER ACTIVITY						Settings		Start Over	
Account	Transaction Date	Type	Document	Description	Amount	Debit	Credit	Copy	Filter
31009	02/18/2025	JEB	J0028036	MOVE CASH FROM 37119 PER TR	22,000.00		Credit		
31009	11/13/2024	JEB	J0028797	MOVE CASH FROM 35017	8,000.00		Credit		
31009	08/14/2024	JEB	J0028463	MOVE CASH FROM 35436	7,822.86		Credit		
Total					37,822.86		Credit		
Record 1 of 3									

X

General Ledger Activity FGI(LAC 8.3.23 (PROD))

Chart: L Period: Fiscal Year: 25 Index: Fund: 36407 Account: 31009

Start Over

ADD RETRIEVE RELATED TOOLS

GENERAL LEDGER ACTIVITY

Account

Transaction Date

Type

Document

Description

Amount

Debit

Credit

31009

11/13/2024

JEB

J0028797

MOVE CASH FROM 35017

2,879.84

Credit

2,879.84

Credit

Total

Record 1 of 1

10 Per Page

1 of 1

Settings Insert Delete Copy Filter

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General Ledger Activity FGI GLAC 9.3.23 (PROD)

Chart: L

Period: Fiscal Year: 25

Index: Fund: 36409

Account: 31009

Start Over

ADD

RETRIEVE

RELATED

TOOLS

GENERAL LEDGER ACTIVITY

Account

Transaction Date

Type

Document

Description

Amount

Debit

Credit

31009

11/13/2024

JEB

J0028797

MOVE CASH FROM 35017

2,721.42

Credit

Total

2,721.42

Credit

Record 1 of 1

10

Per Page

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Record 1 of 1

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General Ledger Activity FGI GLAC 9.3.23 (PROD)

Chart: L Period: Fiscal Year: 25 Index: Fund: 36412 Account: 31009

ATC SCHOLAR

Start Over

GENERAL LEDGER ACTIVITY

Account	Transaction Date	Type	Document	Description	Amount	Debit	Credit
31009	11/19/2024	JEB	J0028797	MOVE CASH FROM 35017	7,500.00		Credit
Total					7,500.00		Credit

Record 1 of 1

Settings

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X

General Ledger Activity FGLGLAC 9.3.23 (PROD)

Chart: L Period: Fiscal Year: 25 Index: Fund: 36424 Account: 31009

CMH DUPONT

Start Over

ADD RETRIEVE RELATED TOOLS

GENERAL LEDGER ACTIVITY

Account

Transaction Date

Type

Document

Description

Amount

Debit

Credit

31009

11/13/2024

JEB

J0028797

MOVE CASH FROM 35017

461.87

Credit

1 of 1

10 Per Page

Total

461.87

Credit

Record 1 of 1

Settings

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General Ledger Activity FGI GLAC 9.3.23 (PROD)

Chart: L

Period: Fiscal Year: 25

Index: Fund: 36435

Account: 31009

ADD

RETRIEVE

RELATED

TOOLS

Start Over

GENERAL LEDGER ACTIVITY

111P

Account	Transaction Date	Type	Document	Description	Amount	Debit/Credit
31009	11/13/2024	JEB	J0028797	MOVE CASH FROM 35017	578.00	Credit
Total					578.00	Credit

Record 1 of 1

10 Per Page

General Ledger Activity FGLGLAC 9.3.23 (PROD)									
Chart: L Period: Fiscal Year 25 Index: Fund: 36436 Account: 31009 <i>CLASP</i>									
GENERAL LEDGER ACTIVITY									
Account	Transaction Date	Type	Document	Description	Amount	Debit	Credit	Debit	Credit
31009	11/13/2024	JEB	J0028797	MOVE CASH FROM 35017	2,000.00				
31009	08/14/2024	JEB	J0028463	MOVE TO OTHER BUDGETS PER KN	7,822.86				
Total						5,822.86			
Record 1 of 2									

Chart: L Period: Fiscal Year 25 Index: Fund: 36926 Account: 31009

ANDY TRAYLOR

GENERAL LEDGER ACTIVITY

Account	Transaction Date	Type	Document	Description	Amount	Debit	Credit
31009	02/18/2025	JEB	J0023036	MOVE CASH FROM 37119 PER TR			
Total						40,000.00	Credit

Settings Insert Delete Copy Filter

From: [Smith, Larissa](#)
To: [McWilliams, Matthew](#)
Subject: FW: CHPH Local Fund Balances Update
Date: Wednesday, February 26, 2025 9:30:19 AM
Attachments: [CHPH Local Fund Balances 2.21.25.xlsx](#)
[CHPH Local Fund Ledger Transfers 2.25.pdf](#)

From: Smith, Larissa
Sent: Monday, February 24, 2025 10:41 PM
To: Porter, Sarah <portersg@longwood.edu>; Tinsley, Reannan <tinsleyrm@longwood.edu>
Cc: RAB <byrnera@longwood.edu>; Seamster, Lisa <seamsterlh@longwood.edu>
Subject: CHPH Local Fund Balances Update

Hi Sarah and Reannan,

This is a first of a series of emails I will be sending this week about FY25 budgets and about FY26 budget planning. This email focuses on local funds.

The restoration of local funds has been completed. I am attaching a spreadsheet that contains a list of your local account(s) that shows the transfer amount(s) and cash-on-hand balance as of February 21. I have also attached a PDF of screenshots of the Banner Ledger Activity that shows when the transfers were made.

We restored funds in two steps. If the fund had less than \$10,000 swept, then the fund was fully restored in November. If the fund had more than \$10,000 swept, then \$8,000 was restored in November, and the remaining balance was restored in February.

-

Where to see this activity in Banner: The funds have been restored to your Cash-on-Hand balance, not your Budgeted balance. To see your Cash-on-hand Balance, please go to Banner Admin – (screen) – FGITBAL. You will see the amount restored in one lump sum under the Transfer Control line.

-

Background: As you may remember, at the September Board of Visitors meeting, President Reveley announced at the that the money that was deducted from Academic Affairs local accounts associated with departments and colleges, specifically those funded through annual and other kinds of recurring or one-time gifts, would be restored. Local accounts that are funded through programmatic endowment spend rates would not be restored. The Board of Visitors also approved a revision to [Policy 2028](#), “Use and Investment of Local Funds,” which clarified that local accounts funded by annual giving would not be swept at the University level.

Budgeting of Local Funds: As a reminder of what we have discussed before with regard to the

budgeting of local funds:

- Local accounts funded through annual giving and other gifts (labeled AF in the attached spreadsheet) will carry over from year to year, but it is expected that going forward you will have a budget plan for how a certain amount of those funds will be spent each year.
- Local accounts funded through programmatic endowment spend rates (labeled PE in the attached spreadsheet) will also carry over from year to year, but it is expected that going forward the annual spend rate for a given fiscal year should be spent down in the same fiscal year.

If you have a PE account, I will be sending you a separate email soon asking for you to share how you plan to spend the rest of your budgeted spend rate amount this fiscal year.

I will also be sending a separate email about FY26 budget planning, which will include the budgeting of local funds.

If you have questions about your individual accounts or how to access them in Banner, please reach out to Kim Wingo or me. If you would like to meet to discuss further any aspects of your budget, please let me know. Kim and I are happy to do so.

Thank you for all you do to support faculty and students and to be good stewards of University resources.

Best wishes,
Lara

Larissa M. Smith, PhD
Provost and Vice President for Academic Affairs
Professor of History
Longwood University
201 High Street
Farmville, VA 23909
434.395.2010

Fiscal	As of		Fund	
Year	Month	PE/AF	Code	Fund Title
	25	8 AF	36722	CAS 030-082-0001 Chemistry
	25	8 AF	36723	CAS 030-082-0003 Physics Dept
	25	8 AF	36724	CAS 030-082-0004 Wilcox Herb
	25	8 AF	36768	CAS 030-082-0005 Andressen Phy

FY25 Budgeted	FY25 Beginning					
Amount	Balance	Revenue	Expenses	Transfers	Cash On Hand	
1,899.87	5,699.61	5,195.00	(453.96)	3,755.19	14,195.84	
2,354.60	7,033.81	240.00	(425.17)	5,000.00	11,848.64	
2,755.85	2,755.85	0.00	0.00	1,815.69	4,571.54	
6,986.91	2,989.91	0.00	(5,649.00)	4,000.00	1,340.91	

✕

General Ledger Activity FSGGLAC 9.3.23 (PROD)

Chart: L Period: Fiscal Year: 25 Index: Fund: 36722 Account: 31009

ADD RETRIEVE RELATED TOOLS ⏴

Start Over

GENERAL LEDGER ACTIVITY

Account	Transaction Date	Type	Document	Description	Amount	Debit/Credit
31009	11/13/2024	JEB	J0028797	MOVE CASH FROM 35017	3,755.19	Credit
Total					3,755.19	Credit

Record 1 of 1

1 of 1

10

Per Page

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General Ledger Activity FGIGLAC 9.3.23 (PROD)

Chart: L

Period: Fiscal Year: 25

Index: Fund: 36723

Account: 31009

ADD

RETRIEVE

RELATED

TOOLS

Start Over

GENERAL LEDGER ACTIVITY

Account	Transaction Date	Type	Document	Description	Amount	Debit	Credit
31009	11/13/2024	JEB	J0028797	MOVE CASH FROM 35017	5,000.00		Credit
Total					5,000.00		Credit

Record 1 of 1

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General Ledger Activity FGISGLAC 9.3.23 (PROD)

Chart: L Period: Fiscal Year: 25 Index: Fund: 36724 Account: 31009

Start Over

GENERAL LEDGER ACTIVITY

Account

Transaction Date

Type

Document

Description

Amount

Debit

Credit

31009	11/13/2024	JEB	J0028797	MOVE CASH FROM 35017		1,815.69	Credit
Total						1,815.69	Credit

Record 1 of 1

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Chart: L Period: Fiscal Year: 25 Index: Fund: 36758 Account: 31009

Start Over

GENERAL LEDGER ACTIVITY

Account	Transaction Date	Type	Document	Description	Amount	Debit	Credit
31009	07/29/2024	JEB	J0028402	MOVE CASH FROM 510024	4,000.00		Credit
Total					4,000.00		Credit

From: [Smith, Larissa](#)
To: [McWilliams, Matthew](#)
Subject: FW: COMM Local Fund Balances Update
Date: Wednesday, February 26, 2025 9:29:16 AM
Attachments: [COMM Local Fund Balances 2.21.25.xlsx](#)
[COMM Local Fund Ledger Transfers 2.25.pdf](#)

From: Smith, Larissa
Sent: Monday, February 24, 2025 10:41 PM
To: Halliday, Jeff <hallidayja@longwood.edu>; Reynolds, Rena' <reynoldskr@longwood.edu>
Cc: RAB <byrnera@longwood.edu>; Seamster, Lisa <seamsterlh@longwood.edu>
Subject: COMM Local Fund Balances Update

Hi Jeff and Rena,

This is a first of a series of emails I will be sending this week about FY25 budgets and about FY26 budget planning. This email focuses on local funds.

The restoration of local funds has been completed. I am attaching a spreadsheet that contains a list of your local account(s) that shows the transfer amount(s) and cash-on-hand balance as of February 21. I have also attached a PDF of screenshots of the Banner Ledger Activity that shows when the transfers were made.

We restored funds in two steps. If the fund had less than \$10,000 swept, then the fund was fully restored in November. If the fund had more than \$10,000 swept, then \$8,000 was restored in November, and the remaining balance was restored in February.

-

Where to see this activity in Banner: The funds have been restored to your Cash-on-Hand balance, not your Budgeted balance. To see your Cash-on-hand Balance, please go to Banner Admin – (screen) – FGITBAL. You will see the amount restored in one lump sum under the Transfer Control line.

-

Background: As you may remember, at the September Board of Visitors meeting, President Reveley announced that the money that was deducted from Academic Affairs local accounts associated with departments and colleges, specifically those funded through annual and other kinds of recurring or one-time gifts, would be restored. Local accounts that are funded through programmatic endowment spend rates would not be restored. The Board of Visitors also approved a revision to [Policy 2028](#), "Use and Investment of Local Funds," which clarified that local accounts funded by annual giving would not be swept at the University level.

Budgeting of Local Funds: As a reminder of what we have discussed before with regard to the budgeting of local funds:

- Local accounts funded through annual giving and other gifts (labeled AF in the attached spreadsheet) will carry over from year to year, but it is expected that going forward you will have a budget plan for how a certain amount of those funds will be spent each year.
- Local accounts funded through programmatic endowment spend rates (labeled PE in the attached spreadsheet) will also carry over from year to year, but it is expected that going forward the annual spend rate for a given fiscal year should be spent down in the same fiscal year.

If you have a PE account, I will be sending you a separate email soon asking for you to share how you plan to spend the rest of your budgeted spend rate amount this fiscal year.

I will also be sending a separate email about FY26 budget planning, which will include the budgeting of local funds.

If you have questions about your individual accounts or how to access them in Banner, please reach out to Kim Wingo or me. If you would like to meet to discuss further any aspects of your budget, please let me know. Kim and I are happy to do so.

Thank you for all you do to support faculty and students and to be good stewards of University resources.

Best wishes,
Lara

Larissa M. Smith, PhD
Provost and Vice President for Academic Affairs
Professor of History
Longwood University
201 High Street
Farmville, VA 23909
434.395.2010

Fiscal Year	As of Month End	PE/AF	Fund Code	Fund Title	FY25 Budgeted Amount
	25	8 AF	36733	CAS 030-120-0000 Comm Studies	665.95
	25	8 AF	36734	CAS 030-120-0002 LAMP	329.27
	25	8 AF	36735	CAS 030-120-0003 Media Showcas	0.00
	25	8 AF	36742	CAS 030-120-8001 Comm Studies Depar	0.00

FY25

Beginning

Balance	Revenue	Expenses	Transfers	Cash On Hand
2,566.60	456.70	(1,004.75)	1,651.47	3,670.02
987.83	0.00	0.00	650.00	1,637.83
0.00	0.00	0.00	39.36	39.36
0.00	0.00	0.00	0.00	0.00

General Ledger Activity FGIGLAC 9.3.23 (PROD)

Chart: L Period: Fiscal Year: 25 Index: Fund: 36733 Account: 31009

GENERAL LEDGER ACTIVITY

Account	Transaction Date	Type	Document	Description	Amount	Debit	Credit
31009	11/13/2024	JEB	J0028797	MOVE CASH FROM 35017	1,651.47		Credit
Total					1,651.47		Credit

Record 1 of 1

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General Ledger Activity FGIGLAC 9.3.23 (PROD)

Chart: L

Period: Fiscal Year: 25

Index: Fund: 36734

Account: 31009

ADD

RETRIEVE

RELATED

TOOLS

Start Over

GENERAL LEDGER ACTIVITY

Account

Transaction Date

Type

Document

Description

Amount

Debit

Credit

31009	11/13/2024	JEB	J0028797	MOVE CASH FROM 35017		650.00	Credit
Total						650.00	Credit

Record 1 of 1

Settings

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General Ledger Activity FGIGLAC 9.3.23 (PROD)

Chart: L Period: Fiscal Year: 25 Index: Fund: 36735 Account: 31009

ADD RETRIEVE RELATED TOOLS

Start Over

GENERAL LEDGER ACTIVITY

Account	Transaction Date	Type	Document	Description	Amount	Debit	Credit
31009	11/19/2024	JEB	J0028797	MOVE CASH FROM 35017		39.36	Credit
Total						39.36	Credit

Record 1 of 1

Settings

Insert Delete Copy Paste

From: [Smith, Larissa](#)
To: [McWilliams, Matthew](#)
Subject: FW: EDCN Local Fund Balances Update
Date: Wednesday, February 26, 2025 9:27:16 AM
Attachments: [EDCN Local Fund Balances 2.21.25.xlsx](#)
[EDCN Local Fund Ledger Transfers 2.25.pdf](#)

From: Smith, Larissa
Sent: Monday, February 24, 2025 9:54 PM
To: Church, Audrey <churchap@longwood.edu>; McCabe, Kandace <mccabeka@longwood.edu>
Cc: McDonald, Angela <mcdonaldar@longwood.edu>; Armes, Jenn <armesjs@longwood.edu>
Subject: EDCN Local Fund Balances Update

Hi Audrey and Kandace,

This is a first of a series of emails I will be sending this week about FY25 budgets and about FY26 budget planning. This email focuses on local funds.

The restoration of local funds has been completed. I am attaching a spreadsheet that contains a list of your local account(s) that shows the transfer amount(s) and cash-on-hand balance as of February 21. I have also attached a PDF of screenshots of the Banner Ledger Activity that shows when the transfers were made.

We restored funds in two steps. If the fund had less than \$10,000 swept, then the fund was fully restored in November. If the fund had more than \$10,000 swept, then \$8,000 was restored in November, and the remaining balance was restored in February.

-

Where to see this activity in Banner: The funds have been restored to your Cash-on-Hand balance, not your Budgeted balance. To see your Cash-on-hand Balance, please go to Banner Admin – (screen) – FGITBAL. You will see the amount restored in one lump sum under the Transfer Control line.

-

Background: As you may remember, at the September Board of Visitors meeting, President Reveley announced at the that the money that was deducted from Academic Affairs local accounts associated with departments and colleges, specifically those funded through annual and other kinds of recurring or one-time gifts, would be restored. Local accounts that are funded through programmatic endowment spend rates would not be restored. The Board of Visitors also approved a revision to [Policy 2028](#), “Use and Investment of Local Funds,” which clarified that local accounts funded by annual giving would not be swept at the University level.

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budgeting of local funds:

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- Local accounts funded through programmatic endowment spend rates (labeled PE in the attached spreadsheet) will also carry over from year to year, but it is expected that going forward the annual spend rate for a given fiscal year should be spent down in the same fiscal year.

If you have a PE account, I will be sending you a separate email soon asking for you to share how you plan to spend the rest of your budgeted spend rate amount this fiscal year.

I will also be sending a separate email about FY26 budget planning, which will include the budgeting of local funds.

If you have questions about your individual accounts or how to access them in Banner, please reach out to Kim Wingo or me. If you would like to meet to discuss further any aspects of your budget, please let me know. Kim and I are happy to do so.

Thank you for all you do to support faculty and students and to be good stewards of University resources.

Best wishes,
Lara

Larissa M. Smith, PhD
Provost and Vice President for Academic Affairs
Professor of History
Longwood University
201 High Street
Farmville, VA 23909
434.395.2010

Fiscal Year	As of Month End	PE/AF	Fund Code	Fund Title
25	8	AF	36406	CEH 020-010-0000 School Educati
25	8	AF	36411	CEH 020-010-0007 Counsel Ed Op
25	8	AF	36414	CEH 020-010-0010 School Librar
25	8	AF	36422	CEH 020-030-0002 Read Lit Lear
25	8	AF	36423	CEH 020-000-0003 LU Recover Fund
25	8	AF	36433	CEH 020-010-0101 Mart. Fin Aid
25	8	AF	36434	CEH 020-030-0000 Spec. Educ.
25	8	AF	36437	CEH 060-020-0001 SVA Writing
25	8	AF	36438	CEH 020-010-0014 Early Chd Edu
25	8	AF	36439	CEH 020-010-0015 Elem Educ Prg
25	8	AF	36915	VPAA 070-075-0002 Longw Life
25	8	AF	36916	VPAA 070-075-0003 Summer Lit

FY25	FY25				
Budgeted	Beginning				
Amount	Balance	Revenue	Expenses	Transfers	Cash On Hand
2,743.33	7,133.42	1,600.00	(595.94)	3,944.92	12,082.40
602.89	1,808.67	0.00	(267.30)	1,200.00	2,741.37
1,866.55	5,994.85	180.00	(1,054.29)	3,949.70	9,070.26
244.68	734.06	0.00	(304.74)	400.00	829.32
1,440.96	1,475.96	1,000.00	(147.06)	1,300.00	3,628.90
675.30	675.30	85.00	0.00	500.00	1,260.30
1,267.84	3,793.53	20.00	(1,400.00)	2,499.37	4,912.90
0.00	0.00	0.00	0.00	110.00	110.00
354.50	813.50	250.00	0.00	400.00	1,463.50
33.33	100.00	305.00	0.00	1,055.08	1,460.08
11,897.40	5,328.79	14,422.86	(6,275.88)	7,000.00	20,475.77
10,515.35	6,515.35	0.00	(4,865.28)	4,000.00	5,650.07

X

General Ledger Activity FGLGLAC 9.3.23 (PROD)

Chart: L

Period: Fiscal Year: 25

Index: Fund: 36406

Account: 31009

SCHOOL EDUCATI

Start Over

GENERAL LEDGER ACTIVITY

Account

Transaction Date

Type

Document

Description

Amount

Debit

Credit

31009

11/13/2024

JEB

J0028787

MOVE CASH FROM 35017

5,000.00

Credit

31009

07/31/2024

JEB

J0028444

MOVE TO OTHER BUDGETS PER KN

1,055.08

Debit

Total

3,944.92

Credit

Record 1 of 2

10 Per Page

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General Ledger Activity FGJGLAC 9.3.23 (PROD)

Chart: L

Period: Fiscal Year: 25

Index: Fund: 36411

Account: 31009

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Start Over

GENERAL LEDGER ACTIVITY

Account

Transaction Date

Type

Document

Description

Amount

Debit

Credit

31009	11/13/2024	JEB	J0028797	MOVE CASH FROM 35017		1,200.00	Credit
Total						1,200.00	Credit

Record 1 of 1

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Record 1 of 1

FGJ/PROD BLOCK FGJ/PROD ACCT CODE 111

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General Ledger Activity FGI GLAC 9.3.23 (PROD)

Chart: L Period: Fiscal Year: 25 Index: Fund: 36414 Account: 31009

SCIPOL LIBRAR

ADD RETRIEVE RELATED TOOLS

Start Over

GENERAL LEDGER ACTIVITY

Account	Transaction Date	Type	Document	Description	Amount	Debit	Credit
31009	11/13/2024	JEB	J0028797	MOVE CASH FROM 35017	3,949.70		
Total						3,949.70	Credit

Record 1 of 1

Settings

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PLC

GENERAL LEDGER ACTIVITY						Settings		Start Over	
Account	Transaction Date	Type	Document	Description	Amount	Debit	Credit	Copy	Filter
31009	11/13/2024	JEB	J0028787	MOVE CASH FROM 35017	400.00		Credit		
Total					400.00		Credit		
Record 1 of 1									

General Ledger Activity FGLGLAC 9.3.23 (PROD)

Chart: L Period: Fiscal Year: 25 Index: Fund: 36423 Account: 31009

LU Recover Fund

GENERAL LEDGER ACTIVITY

Account

Transaction Date

Type

Document

Description

Amount

Debit

Credit

31009

11/13/2024

JEB

J0028797

MOVE CASH FROM 35017

1,300.00

Credit

Total

1,300.00

Credit

1 of 1

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Record 1 of 1

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GENERAL LEDGER ACTIVITY

Chart: L

Period: Fiscal Year: 25

Index: Fund: 36433

Account: 31009

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RELATED

TOOLS

Start Over

MAINTENANCE FIN AID

Account31009Transaction Date11/13/2024TypeJEBDocumentJ0028737DescriptionMOVE CASH FROM 35017Amount500.00 Credit500.00 CreditTotal500.00 CreditRecord 1 of 1

Record 1/1

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General Ledger Activity FISCALAC 9.3.23 (PROD)

Chart: L Period: Fiscal Year: 25 Index: Fund: 36434 Account: 31009

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GENERAL LEDGER ACTIVITY

Account

Transaction Date

Type

Document

Description

Amount

Debit/Credit

31009

11/13/2024

JEB

J0028797

MOVE CASH FROM 35017

2,493.37

Credit

Total

2,493.37

Credit

Record 1 of 1

10 Per Page

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General Ledger Activity FGIGLAC 9.3.23 (PROD)

Chart: L

Period: Fiscal Year: 25

Index: Fund: 36437

Account: 31009

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RELATED

TOOLS

GENERAL LEDGER ACTIVITY

Account

Transaction Date

Type

Document

Description

Amount

Debit

Credit

31009	11/13/2024	JEB	J0028797	MOVE CASH FROM 35017		110.00	Credit
Total						110.00	Credit

Record 1 of 1

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General Ledger Activity FGIGLAC 9.3.23 (PROD)

Chart: L

Period: Fiscal Year: 25

Index: Fund: 36438

Account: 31009

EARLY AID FUND

Start Over

ADD

RETRIEVE

RELATED

TOOLS

GENERAL LEDGER ACTIVITY

Account

Transaction Date

Type

Document

Description

Amount

Debit

Credit

31009

11/13/2024

JEB

J0028797

MOVE CASH FROM 35017

400.00

Credit

Total

400.00

Credit

Record 1 of 1

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GENERAL LEDGER ACTIVITY

Account	Transaction Date	Type	Document	Description	Amount	Debit	Credit
31009	07/29/2024	JEB	J0028402	MOVE CASH FROM 510024	7,000.00		Credit
Total					7,000.00		Credit



Chart: L Period: Fiscal Year: 25 Index: Fund: 36916 Account: 31009

SUMNER LIBRARY INSTITUTE

GENERAL LEDGER ACTIVITY

Account	Transaction Date	Type	Document	Description	Amount	Debit	Credit
31009	08/14/2024	JEB	J00228463	MOVE CASH FROM 36903	4,000.00		
Total					4,000.00		

Settings Insert Delete DebitCredit

From: [Smith, Larissa](#)
To: [McWilliams, Matthew](#)
Subject: FW: EML Local Fund Balances Update
Date: Wednesday, February 26, 2025 9:29:27 AM
Attachments: [EML Local Fund Balances 2.21.25.xlsx](#)
[EML Local Fund Ledger Transfers 2.25.pdf](#)

From: Smith, Larissa
Sent: Monday, February 24, 2025 10:41 PM
To: Magill, David <magillde@longwood.edu>; Milne, Heather <milnehw@longwood.edu>
Cc: RAB <byrnera@longwood.edu>; Seamster, Lisa <seamsterlh@longwood.edu>
Subject: EML Local Fund Balances Update

Hi David and Heather,

This is a first of a series of emails I will be sending this week about FY25 budgets and about FY26 budget planning. This email focuses on local funds.

The restoration of local funds has been completed. I am attaching a spreadsheet that contains a list of your local account(s) that shows the transfer amount(s) and cash-on-hand balance as of February 21. I have also attached a PDF of screenshots of the Banner Ledger Activity that shows when the transfers were made.

We restored funds in two steps. If the fund had less than \$10,000 swept, then the fund was fully restored in November. If the fund had more than \$10,000 swept, then \$8,000 was restored in November, and the remaining balance was restored in February.

-

Where to see this activity in Banner: The funds have been restored to your Cash-on-Hand balance, not your Budgeted balance. To see your Cash-on-hand Balance, please go to Banner Admin – (screen) – FGITBAL. You will see the amount restored in one lump sum under the Transfer Control line.

-

Background: As you may remember, at the September Board of Visitors meeting, President Reveley announced that the money that was deducted from Academic Affairs local accounts associated with departments and colleges, specifically those funded through annual and other kinds of recurring or one-time gifts, would be restored. Local accounts that are funded through programmatic endowment spend rates would not be restored. The Board of Visitors also approved a revision to [Policy 2028](#), “Use and Investment of Local Funds,” which clarified that local accounts funded by annual giving would not be swept at the University level.

Budgeting of Local Funds: As a reminder of what we have discussed before with regard to the

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I will also be sending a separate email about FY26 budget planning, which will include the budgeting of local funds.

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Thank you for all you do to support faculty and students and to be good stewards of University resources.

Best wishes,
Lara

Larissa M. Smith, PhD
Provost and Vice President for Academic Affairs
Professor of History
Longwood University
201 High Street
Farmville, VA 23909
434.395.2010

Fiscal Year	As of Month End	PE/AF	Fund Code	Fund Title
25	8	AF	36708	CAS 030-040-0000 Eng & Mod Lan
25	8	AF	36709	CAS 030-040-0001 Home & Abroad
25	8	AF	36710	CAS 030-040-0199 Dos Passos
25	8	AF	36738	CAS 030-040-0002 Tann Fund ML
25	8	AF	36740	CAS 030-040-0102 Challenger Award
25	8	PE	36748	CAS 030-040-0502 G,C,C Fund
25	8	AF	36749	CAS 030-050-0502 G S,C,M Fund
25	8	AF	36759	CAS 030-040-0003 Robert Lynch
FY25 NEW ACCOUNT:				
25	8		36779	CAS 030-040-0504 Karen Foster

FY25 Budgeted Amount	FY25 Beginning Balance	Revenue	Expenses	Transfers	Cash On Hand
19,568.60	58,205.81	1,250.00	(13,508.39)	40,000.00	85,947.42
0.00	0.00	0.00	0.00	1,459.78	1,459.78
0.00	0.00	0.00	0.00	0.00	0.00
6,652.00	6,652.00	0.00	(5,461.97)	5,000.00	6,190.03
0.00	0.00	0.00	0.00	635.86	635.86
5,022.00	5,022.00	0.00	0.00	0.00	5,022.00
5,611.72	5,611.72	0.00	0.00	3,697.28	9,309.00
0.00	0.00	0.00	0.00	205.00	205.00
	0.00	5,000.00	(87.78)	0.00	4,912.22

General Ledger Activity FGI&AC 9.3.23 (PROD)

Chart: L Period: Fiscal Year: 25 Index: Fund: 36708 Account: 31009

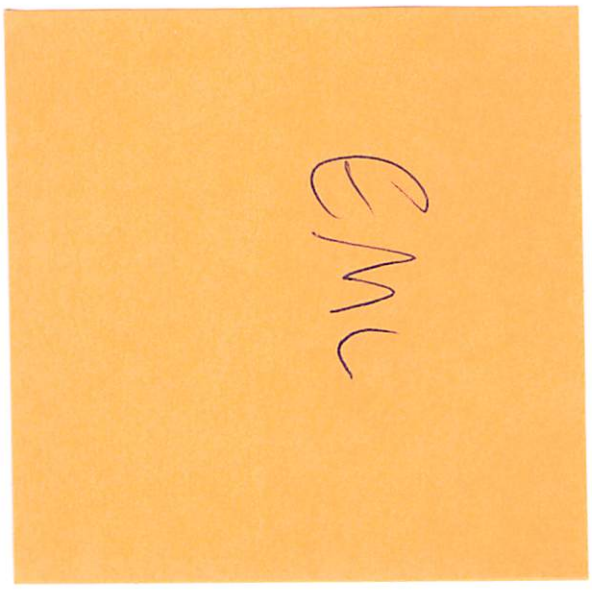
GENERAL LEDGER ACTIVITY

Account	Transaction Date	Type	Document	Description	Amount	
31009	02/18/2025	JEB	J0029036	MOVE CASH FROM 37119 PER TR	32,000.00	Credit
31009	11/13/2024	JEB	J0028797	MOVE CASH FROM 35017	8,000.00	Credit
Total					40,000.00	Credit

Record 1 of 2

Settings Insert Delete Copy Filter

Start Over



X

General Ledger Activity FGIGLAC 9.3.23 (PROD)

Chart: L

Period: Fiscal Year: 25

Index: Fund: 36709

Account: 31009

ADD

RETRIEVE

RELATED

TOOLS

Start Over

GENERAL LEDGER ACTIVITY

Account

Transaction Date

Type

Document

Description

Amount

Debit

Credit

31009	11/13/2024	JEB	J0028797	MOVE CASH FROM 35017		1,459.78	Credit
Total						1,459.78	Credit

1 of 1

10

Per Page

Record 1 of 1

GENERAL LEDGER ACTIVITY

Chart: L

Period: Fiscal Year: 25

Index: Fund: 36738

Account: 31009

ADD

RETRIEVE

RELATED

TOOLS

Start Over

Account	Transaction Date	Type	Document	Description	Amount	Debit	Credit
31009	11/13/2024	JEB	J0028797	MOVE CASH FROM 35017	5,000.00		Credit
Total					5,000.00		Credit

1 of 1

10

Per Page

Record 1 of 1

X

General Ledger Activity FGISGLAC 9.3.23 (PROD)

Chart: L Period: Fiscal Year: 25 Index: Fund: 36740 Account: 31009

Start Over

GENERAL LEDGER ACTIVITY

Account

Transaction Date

Type

Document

Description

Amount

Debit/Credit

31009	11/13/2024	JEB	J0028797	MOVE CASH FROM 35017	635.86	Credit
Total					635.86	Credit

Record 1 of 1

Settings

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Record 1 of 1

FGISPROD_EBOOK_FG/PROD_ACCT_CODE [1]

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CANCEL

SELECT

ellucian.

X

General Ledger Activity FGIGLAC 9.3.23 (PROD)

Chart: L Period: Fiscal Year: 25 Index: Fund: 36749 Account: 31009

Start Over

ADD RETRIEVE RELATED TOOLS

GENERAL LEDGER ACTIVITY

Account	Transaction Date	Type	Document	Description	Amount	Debit	Credit
31009	11/13/2024	JEB	J0028797	MOVE CASH FROM 35017		3,697.28	Credit
Total						3,697.28	Credit

Record 1 of 1

X

General Ledger Activity FGI/LAC 9.3.24 (PROD)

Chart: L Period: Fiscal Year: 25 Index: Fund: 36759 Account: 31009

ADD REFRESH RELATED TOOLS

Start Over

GENERAL LEDGER ACTIVITY

Account	Transaction Date	Type	Document	Description	Amount	Debit	Credit
31009	11/19/2024	JEB	J0028797	MOVE CASH FROM 35017	205.00	Credit	
Total					205.00	Credit	

Record 1 of 1

Settings Insert Delete Copy Filter

From: [Smith, Larissa](#)
To: [McWilliams, Matthew](#)
Subject: FW: GRAD Local Fund Balance Update
Date: Wednesday, February 26, 2025 9:31:19 AM
Attachments: [GRAD Local Fund Balance 2.21.25.xlsx](#)
[Grad Studies Local Fund Ledger Transfer 2.25.pdf](#)

From: Smith, Larissa
Sent: Monday, February 24, 2025 11:15 PM
To: Perry, Jeannine (perryjr@longwood.edu) <perryjr@longwood.edu>; Manis, Katie <maniskh@longwood.edu>
Cc: Wingo, Kim <wingokb@longwood.edu>
Subject: GRAD Local Fund Balance Update

Hi Jeannine and Katie –

I am sending all deans, direct reports, and department chairs updates for their local fund balances that show that the swept funds from year-end FY24 have been restored. I've included below my email to department chairs, much of which doesn't apply to CGPS but is helpful context to know. Jeannine and I will talk more about the rest of FY25 spending and FY26 budget planning in the coming days.

My spreadsheet does not list the Graduate Student Fees account, but we did restore \$5000 to that fund, which was the amount that was swept at the end of FY24. The Ledger Transfer sheet shows that amount restored.

Let Kim or me know if you have any additional questions.

Best wishes,
Lara

Message to department chairs below:

Hi,

This is a first of a series of emails I will be sending this week about FY25 budgets and about FY26 budget planning. This email focuses on local funds.

The restoration of local funds has been completed. I am attaching a spreadsheet that contains a list of your local account(s) that shows the transfer amount(s) and cash-on-hand balance as of February 21. I have also attached a PDF of screenshots of the Banner Ledger Activity that shows when the transfers were made.

We restored funds in two steps. If the fund had less than \$10,000 swept, then the fund was fully restored in November. If the fund had more than \$10,000 swept, then \$8,000 was restored in November, and the remaining balance was restored in February.

-

Where to see this activity in Banner: The funds have been restored to your Cash-on-Hand balance, not your Budgeted balance. To see your Cash-on-hand Balance, please go to Banner Admin – (screen) – FGITBAL. You will see the amount restored in one lump sum under the Transfer Control line.

-

Background: As you may remember, at the September Board of Visitors meeting, President Reveley announced at the that the money that was deducted from Academic Affairs local accounts associated with departments and colleges, specifically those funded through annual and other kinds of recurring or one-time gifts, would be restored. Local accounts that are funded through programmatic endowment spend rates would not be restored. The Board of Visitors also approved a revision to [Policy 2028](#), “Use and Investment of Local Funds,” which clarified that local accounts funded by annual giving would not be swept at the University level.

Budgeting of Local Funds: As a reminder of what we have discussed before with regard to the budgeting of local funds:

- Local accounts funded through annual giving and other gifts (labeled AF in the attached spreadsheet) will carry over from year to year, but it is expected that going forward you will have a budget plan for how a certain amount of those funds will be spent each year.
- Local accounts funded through programmatic endowment spend rates (labeled PE in the attached spreadsheet) will also carry over from year to year, but it is expected that going forward the annual spend rate for a given fiscal year should be spent down in the same fiscal year.

If you have a PE account, I will be sending you a separate email soon asking for you to share how you plan to spend the rest of your budgeted spend rate amount this fiscal year.

I will also be sending a separate email about FY26 budget planning, which will include the budgeting of local funds.

If you have questions about your individual accounts or how to access them in Banner, please reach out to Kim Wingo or me. If you would like to meet to discuss further any aspects of your budget, please let me know. Kim and I are happy to do so.

Thank you for all you do to support faculty and students and to be good stewards of University resources.

Best wishes,
Lara

Larissa M. Smith, PhD
Provost and Vice President for Academic Affairs
Professor of History
Longwood University
201 High Street
Farmville, VA 23909
434.395.2010

Fiscal Year	As of Month End	PE/AF	Fund Code	Fund Title
25		8 AF	36914	VPAA 070-075-0001 Grad Studies

FY25	FY25				
Budgeted	Beginning				Cash On
Amount	Balance	Revenue	Expenses	Transfers	Hand
1,015.64	963.97	2,638.00	(2,001.34)	650.00	2,250.63

GENERAL LEDGER ACTIVITY

Account	Transaction Date	Type	Document	Description	Amount	Debit	Credit
31009	11/13/2024	JEB	J0028797	MOVE CASH FROM 35017			
Total					650.00	Credit	

Glad
Studies



Chart: L Period: Fiscal Year: 25 Index: Fund: 35203 Account: 31009

Start Over

GENERAL LEDGER ACTIVITY

Account	Transaction Date	Type	Document	Description	Amount	Debit	Credit
31009	11/15/2024	JEB	J028797	MOVE CASH FROM 35017	5,000.00		Credit
Total					5,000.00		Credit

Record 1 of 1

Good
Student
Activity
Fee

From: [Smith, Larissa](#)
To: [McWilliams, Matthew](#)
Subject: FW: HPSP Local Fund Balance Update
Date: Wednesday, February 26, 2025 9:29:37 AM
Attachments: [HPSP Local Fund Balances 2.21.25.xlsx](#)
[HSPS Local Fund Ledger Transfers 2.25.pdf](#)

From: Smith, Larissa
Sent: Monday, February 24, 2025 10:41 PM
To: Isaac, Steven <isaacsw@longwood.edu>
Cc: RAB <byrnera@longwood.edu>; Seamster, Lisa <seamsterlh@longwood.edu>
Subject: HPSP Local Fund Balance Update

Hi Steven,

This is a first of a series of emails I will be sending this week about FY25 budgets and about FY26 budget planning. This email focuses on local funds.

The restoration of local funds has been completed. I am attaching a spreadsheet that contains a list of your local account(s) that shows the transfer amount(s) and cash-on-hand balance as of February 21. I have also attached a PDF of screenshots of the Banner Ledger Activity that shows when the transfers were made.

We restored funds in two steps. If the fund had less than \$10,000 swept, then the fund was fully restored in November. If the fund had more than \$10,000 swept, then \$8,000 was restored in November, and the remaining balance was restored in February.

-

Where to see this activity in Banner: The funds have been restored to your Cash-on-Hand balance, not your Budgeted balance. To see your Cash-on-hand Balance, please go to Banner Admin – (screen) – FGITBAL. You will see the amount restored in one lump sum under the Transfer Control line.

-

Background: As you may remember, at the September Board of Visitors meeting, President Reveley announced at the that the money that was deducted from Academic Affairs local accounts associated with departments and colleges, specifically those funded through annual and other kinds of recurring or one-time gifts, would be restored. Local accounts that are funded through programmatic endowment spend rates would not be restored. The Board of Visitors also approved a revision to [Policy 2028](#), “Use and Investment of Local Funds,” which clarified that local accounts funded by annual giving would not be swept at the University level.

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Thank you for all you do to support faculty and students and to be good stewards of University resources.

Best wishes,
Lara

Larissa M. Smith, PhD
Provost and Vice President for Academic Affairs
Professor of History
Longwood University
201 High Street
Farmville, VA 23909
434.395.2010

Fiscal Year	As of Month End	PE/AF	Fund Code	Fund Title	FY25 Budgeted Amount
25		8 AF	36711	CAS 030-050-0000 His Sci Phil	3,439.46

FY25 Beginning

Balance	Revenue	Expenses	Transfers	Cash On Hand
10,378.37	22,275.00	(1,975.01)	7,000.00	37,678.36

From: [Smith, Larissa](#)
To: [McWilliams, Matthew](#)
Subject: FW: HRK Local Funds Balance Update
Date: Wednesday, February 26, 2025 9:27:55 AM
Attachments: [HRK Local Fund Balances 2.21.25.xlsx](#)
[HRK Local Fund Ledger Transfers 2.25.pdf](#)

From: Smith, Larissa
Sent: Monday, February 24, 2025 9:54 PM
To: Mucedola, Mike <mucedolams@longwood.edu>; Hill, Denise <hillda@longwood.edu>
Cc: McDonald, Angela <mcdonaldar@longwood.edu>; Armes, Jenn <armesjs@longwood.edu>
Subject: HRK Local Funds Balance Update

Hi,

This is a first of a series of emails I will be sending this week about FY25 budgets and about FY26 budget planning. This email focuses on local funds.

The restoration of local funds has been completed. I am attaching a spreadsheet that contains a list of your local account(s) that shows the transfer amount(s) and cash-on-hand balance as of February 21. I have also attached a PDF of screenshots of the Banner Ledger Activity that shows when the transfers were made.

We restored funds in two steps. If the fund had less than \$10,000 swept, then the fund was fully restored in November. If the fund had more than \$10,000 swept, then \$8,000 was restored in November, and the remaining balance was restored in February.

-

Where to see this activity in Banner: The funds have been restored to your Cash-on-Hand balance, not your Budgeted balance. To see your Cash-on-hand Balance, please go to Banner Admin – (screen) – FGITBAL. You will see the amount restored in one lump sum under the Transfer Control line.

-

Background: As you may remember, at the September Board of Visitors meeting, President Reveley announced at the that the money that was deducted from Academic Affairs local accounts associated with departments and colleges, specifically those funded through annual and other kinds of recurring or one-time gifts, would be restored. Local accounts that are funded through programmatic endowment spend rates would not be restored. The Board of Visitors also approved a revision to [Policy 2028](#), “Use and Investment of Local Funds,” which clarified that local accounts funded by annual giving would not be swept at the University level.

Budgeting of Local Funds: As a reminder of what we have discussed before with regard to the

budgeting of local funds:

- Local accounts funded through annual giving and other gifts (labeled AF in the attached spreadsheet) will carry over from year to year, but it is expected that going forward you will have a budget plan for how a certain amount of those funds will be spent each year.
- Local accounts funded through programmatic endowment spend rates (labeled PE in the attached spreadsheet) will also carry over from year to year, but it is expected that going forward the annual spend rate for a given fiscal year should be spent down in the same fiscal year.

If you have a PE account, I will be sending you a separate email soon asking for you to share how you plan to spend the rest of your budgeted spend rate amount this fiscal year.

I will also be sending a separate email about FY26 budget planning, which will include the budgeting of local funds.

If you have questions about your individual accounts or how to access them in Banner, please reach out to Kim Wingo or me. If you would like to meet to discuss further any aspects of your budget, please let me know. Kim and I are happy to do so.

Thank you for all you do to support faculty and students and to be good stewards of University resources.

Best wishes,
Lara

Larissa M. Smith, PhD
Provost and Vice President for Academic Affairs
Professor of History
Longwood University
201 High Street
Farmville, VA 23909
434.395.2010

Fiscal Year	As of Month End	PE/AF	Fund Code	Fund Title	FY25 Budgeted Amount
25	8	AF	36416	CEH 020-050-0000 Hlth Rec Kine	1,255.98
25	8	AF	36417	CEH 020-050-0001 Outdoor Ed Op	0.00
25	8	AF	36418	CEH 020-050-0002 Phy-Hlth Educ	0.00
25	8	AF	36419	CEH 020-050-0010 Therap Recrea	388.55
25	8	AF	36420	CEH 020-050-0020 Athlet Train	0.00
25	8	PE	36427	CEH 020-010-0227 Anthem HRK	6,854.98
25	8	AF	36443	CEH 020-050-0003 Exer Science	0.00

FY25

Beginning Balance	Revenue	Expenses	Transfers	Cash On Hand
3,767.94	0.00	0.00	2,482.50	6,250.44
0.00	0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00	0.00
1,165.66	0.00	(176.72)	800.00	1,788.94
0.00	0.00	0.00	0.00	0.00
20,564.95	0.00	(2,361.90)	0.00	18,203.05
0.00	0.00	0.00	25.00	25.00

X

General Ledger Activity FGLGLAC 9.3.23 (PROD)

Chart: L

Period: Fiscal Year: 25

Index: Fund: 36416

Account: 31009

GENERAL LEDGER ACTIVITY

HLTH REC LINE

Account

Transaction Date

Type

Document

Description

Amount

Debit

Credit

31009

11/13/2024

JEB

J0028797

MOVE CASH FROM 35017

2,482.50

Credit

Total

2,482.50

Credit

Record 1 of 1

Settings

Insert

Delete

Copy

Paste

Start Over



X

General Ledger Activity FGILAC 9.3.23 (PROD)

Chart: L

Period: Fiscal Year: 25

Index: Fund: 36419

Account: 31009

THE RAP RECEA

Start Over

ADD

RETRIEVE

RELATED

TOOLS

GENERAL LEDGER ACTIVITY

Account

Transaction Date

Type

Document

Description

Amount

Debit

Credit

31009

11/13/2024

JEB

J0028797

MOVE CASH FROM 35017

800.00

Credit

Total

800.00

Credit

Record 1 of 1

Settings

Insert

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Record 1/1

FGVIRND_BLOCK (FGVIRND_ACCT_CODE 1)

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CANCEL

SELECT

elucian®

From: [Smith, Larissa](#)
To: [McWilliams, Matthew](#)
Subject: FW: Library Local Fund Balance Update
Date: Wednesday, February 26, 2025 9:31:00 AM
Attachments: [Library Local Fund Balances 2.21.25.xlsx](#)
[Library Local Fund Ledger Transfers 2.25.pdf](#)

From: Smith, Larissa
Sent: Monday, February 24, 2025 11:01 PM
To: Roberts, Brent <robertsbs2@longwood.edu>; Elliott, Cindy <elliottcb@longwood.edu>
Cc: Wingo, Kim <wingokb@longwood.edu>
Subject: Library Local Fund Balance Update

Hi Brent and Cindy –

I am sending all deans, direct reports, and department chairs updates for their local fund balances that show that the swept funds from year-end FY24 have been restored. I've included below my email to department chairs, much of which is applicable to the Library. Brent and I will talk more about the rest of FY25 spending and FY26 budget planning in the coming days.

Thank you for all your work on the budget and all the other duties as assigned.

Best wishes,
Lara

Here's the message I sent out to department chairs below:

Hi,

This is a first of a series of emails I will be sending this week about FY25 budgets and about FY26 budget planning. This email focuses on local funds.

The restoration of local funds has been completed. I am attaching a spreadsheet that contains a list of your local account(s) that shows the transfer amount(s) and cash-on-hand balance as of February 21. I have also attached a PDF of screenshots of the Banner Ledger Activity that shows when the transfers were made.

We restored funds in two steps. If the fund had less than \$10,000 swept, then the fund was

fully restored in November. If the fund had more than \$10,000 swept, then \$8,000 was restored in November, and the remaining balance was restored in February.

-

Where to see this activity in Banner: The funds have been restored to your Cash-on-Hand balance, not your Budgeted balance. To see your Cash-on-hand Balance, please go to Banner Admin – (screen) – FGITBAL. You will see the amount restored in one lump sum under the Transfer Control line.

-

Background: As you may remember, at the September Board of Visitors meeting, President Reveley announced at the that the money that was deducted from Academic Affairs local accounts associated with departments and colleges, specifically those funded through annual and other kinds of recurring or one-time gifts, would be restored. Local accounts that are funded through programmatic endowment spend rates would not be restored. The Board of Visitors also approved a revision to [Policy 2028](#), “Use and Investment of Local Funds,” which clarified that local accounts funded by annual giving would not be swept at the University level.

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If you have a PE account, I will be sending you a separate email soon asking for you to share how you plan to spend the rest of your budgeted spend rate amount this fiscal year.

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Thank you for all you do to support faculty and students and to be good stewards of University resources.

Best wishes,
Lara

Larissa M. Smith, PhD
Provost and Vice President for Academic Affairs
Professor of History
Longwood University
201 High Street
Farmville, VA 23909
434.395.2010

General Ledger Activity FIGGLAC 9.3.23 (PROD)

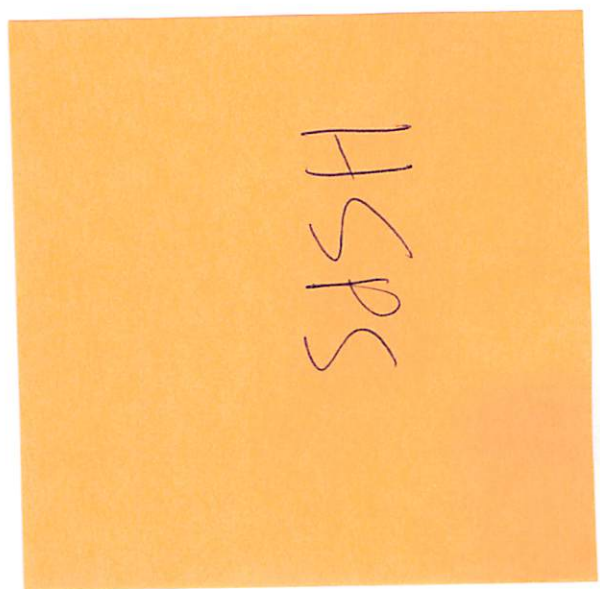
Chart: L Period: Fiscal Year: 25 Index: Fund: 36711 Account: 31009

GENERAL LEDGER ACTIVITY

Account	Transaction Date	Type	Document	Description	Amount
31009	11/13/2024	JEB	J0028797	MOVE CASH FROM 35017	7,000.00 Credit
Total					7,000.00 Credit

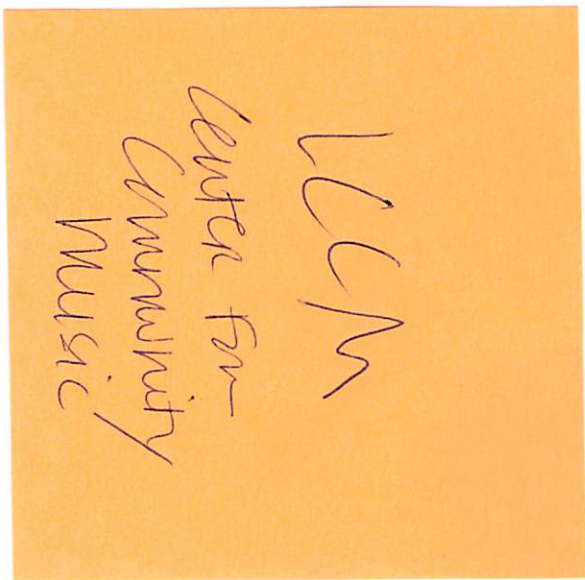
Record 1 of 1

Settings Insert Delete Copy Filter



GENERAL LEDGER ACTIVITY

Account	Transaction Date	Type	Document	Description	Amount	Debit	Credit
31009	09/05/2024	JEB	J0028548	MOVE FROM 37119			
Total						987.00	Credit



Fiscal	As of		Fund		FY25 Budgeted
Year	Month	PE/AF	Code	Fund Title	Amount
25	8	AF	36501	LIB 025-000-0000 Library Opera	17,000.00
25	8	PE	36502	LIB 025-000-0500 Endowment	5,000.00
25	8	PE	36503	LIB 025-000-0202 Grimsley	600.00

FY25 Beginning

Balance	Revenue	Expenses	Transfers	Cash On Hand
35,753.55	3,400.00	(14,003.72)	30,000.00	55,149.83
18,126.48	0.00	(3,072.40)	0.00	15,054.08
604.82	0.00	(599.14)	0.00	5.68

Chart: L Period: Fiscal Year: 25 Index: Fund: 36501 Account: 31009

GENERAL LEDGER ACTIVITY

Account	Transaction Date	Type	Document	Description	Amount	Debit	Credit
31009	02/18/2025	JEB	J0025036	MOVE CASH FROM 37119 PER TR	30,000.00	30,000.00	
Total					30,000.00	30,000.00	

Record 1 of 1



From: [Smith, Larissa](#)
To: [McWilliams, Matthew](#)
Subject: FW: MACS Local Fund Balances Update
Date: Wednesday, February 26, 2025 9:29:56 AM
Attachments: [MACS Local Fund Balances 2.21.25.xlsx](#)
[MACS Local Fund Ledger Transfers 2.25.pdf](#)

From: Smith, Larissa
Sent: Monday, February 24, 2025 10:41 PM
To: Sorrell, Toni <sorrelltp@longwood.edu>; Carter, Cathy <cartertcp2@longwood.edu>
Cc: RAB <byrnera@longwood.edu>; Seamster, Lisa <seamsterlh@longwood.edu>
Subject: MACS Local Fund Balances Update

Hi Toni and Cathy,

This is a first of a series of emails I will be sending this week about FY25 budgets and about FY26 budget planning. This email focuses on local funds.

The restoration of local funds has been completed. I am attaching a spreadsheet that contains a list of your local account(s) that shows the transfer amount(s) and cash-on-hand balance as of February 21. I have also attached a PDF of screenshots of the Banner Ledger Activity that shows when the transfers were made.

We restored funds in two steps. If the fund had less than \$10,000 swept, then the fund was fully restored in November. If the fund had more than \$10,000 swept, then \$8,000 was restored in November, and the remaining balance was restored in February.

Toni – They went ahead and did the restorations before I could pass along your information about where to transfer the money into the James Gusset and the Sharon Emerson-Stonnell Scholarships. So the money was restored to your Local Account, but it will be transferred out to the scholarship funds this week. I will let you know when that has been completed.

-

Where to see this activity in Banner: The funds have been restored to your Cash-on-Hand balance, not your Budgeted balance. To see your Cash-on-hand Balance, please go to Banner Admin – (screen) – FGITBAL. You will see the amount restored in one lump sum under the Transfer Control line.

-

Background: As you may remember, at the September Board of Visitors meeting, President Reveley announced at the that the money that was deducted from Academic Affairs local accounts associated with departments and colleges, specifically those funded through annual and other kinds of recurring or one-time gifts, would be restored. Local accounts that are

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I will also be sending a separate email about FY26 budget planning, which will include the budgeting of local funds.

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Best wishes,
Lara

Larissa M. Smith, PhD
Provost and Vice President for Academic Affairs
Professor of History
Longwood University
201 High Street
Farmville, VA 23909
434.395.2010

Fiscal Year	As of Month End	PE/AF	Fund Code	Fund Title
25		8 AF	36712	CAS 030-060-0000 Math Comp Sci
25		8 PE	36761	CAS 030-060-0201 Badger-Magnif

FY25 Budgeted Amount	FY25 Beginning Balance	Revenue	Expenses	Transfers	Cash On Hand
9,427.53	28,721.25	1,470.00	(937.74)	25,000.00	54,253.51
1,000.00	701.79	0.00	(460.79)	400.00	641.00

Chart: L Period: Fiscal Year: 25 Index: Fund: 36712 Account: 31009

General Ledger Activity FGLAG 9.3.23 (PROD)

ADD RETRIEVE RELATED TOOLS

Start Over

Settings Insert Delete Copy Filter

Account	Transaction Date	Type	Document	Description	Amount
31009	02/18/2025	JEB	J0026036	MOVE CASH FROM 37119 PER TR	25,000.00 Credit
Total					25,000.00 Credit

1 of 1

10 Per Page

Record 1 of 1



Account	Transaction Date	Type	Document	Description	Amount	Debit	Credit
31009	08/14/2024	JEB	J0028463	MOVE CASH FROM 36903		400.00	
Total						400.00	

From: [Smith, Larissa](#)
To: [McWilliams, Matthew](#)
Subject: FW: MUSC Local Fund Balances Update
Date: Wednesday, February 26, 2025 9:30:10 AM
Attachments: [MUSC Local Fund Balances 2.21.25.xlsx](#)
[MUSC Local Fund Ledger Transfers 2.25.pdf](#)
[LCCM Local Fund Ledger Transfers 2.25.pdf](#)

From: Smith, Larissa
Sent: Monday, February 24, 2025 10:41 PM
To: McDermott, Pamela <mcdermottpd@longwood.edu>; Seay, Angela <seayar@longwood.edu>
Cc: RAB <byrnera@longwood.edu>; Seamster, Lisa <seamsterlh@longwood.edu>
Subject: MUSC Local Fund Balances Update

Hi Pam and Angela,

This is a first of a series of emails I will be sending this week about FY25 budgets and about FY26 budget planning. This email focuses on local funds.

The restoration of local funds has been completed. I am attaching a spreadsheet that contains a list of your local account(s) that shows the transfer amount(s) and cash-on-hand balance as of February 21. I have also attached a PDF of screenshots of the Banner Ledger Activity that shows when the transfers were made.

We restored funds in two steps. If the fund had less than \$10,000 swept, then the fund was fully restored in November. If the fund had more than \$10,000 swept, then \$8,000 was restored in November, and the remaining balance was restored in February.

-

Where to see this activity in Banner: The funds have been restored to your Cash-on-Hand balance, not your Budgeted balance. To see your Cash-on-hand Balance, please go to Banner Admin – (screen) – FGITBAL. You will see the amount restored in one lump sum under the Transfer Control line.

-

Background: As you may remember, at the September Board of Visitors meeting, President Reveley announced at the that the money that was deducted from Academic Affairs local accounts associated with departments and colleges, specifically those funded through annual and other kinds of recurring or one-time gifts, would be restored. Local accounts that are funded through programmatic endowment spend rates would not be restored. The Board of Visitors also approved a revision to [Policy 2028](#), “Use and Investment of Local Funds,” which clarified that local accounts funded by annual giving would not be swept at the University level.

Budgeting of Local Funds: As a reminder of what we have discussed before with regard to the budgeting of local funds:

- Local accounts funded through annual giving and other gifts (labeled AF in the attached spreadsheet) will carry over from year to year, but it is expected that going forward you will have a budget plan for how a certain amount of those funds will be spent each year.
- Local accounts funded through programmatic endowment spend rates (labeled PE in the attached spreadsheet) will also carry over from year to year, but it is expected that going forward the annual spend rate for a given fiscal year should be spent down in the same fiscal year.

If you have a PE account, I will be sending you a separate email soon asking for you to share how you plan to spend the rest of your budgeted spend rate amount this fiscal year.

I will also be sending a separate email about FY26 budget planning, which will include the budgeting of local funds.

If you have questions about your individual accounts or how to access them in Banner, please reach out to Kim Wingo or me. If you would like to meet to discuss further any aspects of your budget, please let me know. Kim and I are happy to do so.

Thank you for all you do to support faculty and students and to be good stewards of University resources.

Best wishes,
Lara

Larissa M. Smith, PhD
Provost and Vice President for Academic Affairs
Professor of History
Longwood University
201 High Street
Farmville, VA 23909
434.395.2010

Fiscal Year	As of Month End	PE/AF	Fund Code	Fund Title	FY25 Budgeted Amount
	25	8 AF	36737	CAS 030-000-0006 Excel Per Art	272.50
	25	8 AF	36713	CAS 030-070-0000 Music General	4,862.06
	25	8 AF	36714	CAS 030-070-0100 Music Scholar	0.00
	25	8 AF	36741	CAS 030-070-0003 LU Ctr Comm Music	0.00
	25	8 PE	36750	CAS 030-070-0500 Cook-Symph	26,487.00
	25	8 PE	36751	CAS 030-070-0501 Chamber Music	8,711.00
	25	8 PE	36767	CAS 030-070-0200 Roy Clark Student	955.00
	25	8 AF	36772	CAS 030-070-0004 Carnegie 23	2,102.00
	25	8 AF	36774	CAS 030-070-0005 Stu Mus Perf	0.00
FY25 NEW ACCOUNT:					
	25	8	36778	CAS 030-070-0101 HD Scholar	

FY25

Beginning Balance	Revenue	Expenses	Transfers	Cash On Hand
5,784.10	0.00	0.00	0.00	5,784.10
15,247.31	1,056.42	(1,162.12)	10,000.00	25,141.61
0.00	0.00	0.00	0.00	0.00
0.00	50.00	0.00	987.00	1,037.00
38,928.36	0.00	(25,617.15)	0.00	13,311.21
17,094.31	0.00	(13,572.15)	0.00	3,522.16
2,276.00	0.00	0.00	0.00	2,276.00
2,012.00	0.00	0.00	1,300.00	3,312.00
0.00	0.00	0.00	650.56	650.56
0.00	375.00	0.00	5,265.37	5,640.37

General Ledger Activity FGIGLAC 9.3.23 (PROD)

Chart: L Period: Fiscal Year: 25 Index: Fund: 36713 Account: 31009

GENERAL LEDGER ACTIVITY

Start Over

Settings

Insert

Delete

Copy

Filter

Account	Transaction Date	Type	Document	Description	Amount	Debit	Credit
31009	02/18/2025	JEB	J0029036	MOVE CASH FROM 37119 PER TR	2,000.00		
31009	11/13/2024	JEB	J0028797	MOVE CASH FROM 35017	8,000.00		
				Total	10,000.00		

Record 1 of 2



Record 1/2

FGVTRND_BLOCK_FGVTRND_ACCT_CODE [1]

Cancel Select

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General Ledger Activity FGIGLAC 9.3.23 (PROD)

Chart: L Period: Fiscal Year: 25 Index: Fund: 36772 Account: 31009

GENERAL LEDGER ACTIVITY

Account	Transaction Date	Type	Document	Description	Amount	Debit	Credit
31009	11/13/2024	JEB	J0028797	MOVE CASH FROM 35017		1,300.00	
Total						1,300.00	

1 of 1

10 Per Page

Record 1 of 1

Start Over

Filter

From: [Smith, Larissa](#)
To: [McWilliams, Matthew](#)
Subject: FW: NURS Local Funds Balance Update
Date: Wednesday, February 26, 2025 9:27:25 AM
Attachments: [NURS Local Fund Balances 2.21.25.xlsx](#)
[NURS Local Fund Ledger Transfers 2.25.pdf](#)

From: Smith, Larissa

Sent: Monday, February 24, 2025 9:54 PM

To: Little, Kim <littleke@longwood.edu>; Soldivieri, Barbara <soldivieribj@longwood.edu>

Cc: McDonald, Angela <mcdonaldar@longwood.edu>; Salley, Shannon <salleysw@longwood.edu>;
Armes, Jenn <armesjs@longwood.edu>

Subject: NURS Local Funds Balance Update

Hi Kim and Barbara,

This is a first of a series of emails I will be sending this week about FY25 budgets and about FY26 budget planning. This email focuses on local funds.

The restoration of local funds has been completed. I am attaching a spreadsheet that contains a list of your local account(s) that shows the transfer amount(s) and cash-on-hand balance as of February 21. I have also attached a PDF of screenshots of the Banner Ledger Activity that shows when the transfers were made.

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-

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-

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If you have a PE account, I will be sending you a separate email soon asking for you to share how you plan to spend the rest of your budgeted FY25 spend rate amount for this fiscal year.

I will also be sending a separate email about FY26 budget planning, which will include the budgeting of local funds.

If you have questions about your individual accounts or how to access them in Banner, please reach out to Kim Wingo or me. If you would like to meet to discuss further any aspects of your budget, please let me know. Kim Wingo and I are happy to do so. And Kim Little – We are especially happy to get together with you to discuss budgets, since you missed out on all the fun last semester.

Thank you for all you do to support faculty and students and to be good stewards of University resources.

Best wishes,
Lara

Larissa M. Smith, PhD
Provost and Vice President for Academic Affairs
Professor of History
Longwood University
201 High Street
Farmville, VA 23909
434.395.2010

Fiscal	As of		Fund	
Year	Month	PE/AF	Code	Fund Title
	25	8 AF	36432	CEH 030-085-0005 Nurse Sim. Lab
	25	8 AF	36442	CEH 030-085-0006 Nurs Sigma
	25	8 AF	36725	CAS 030-085-0000 Nur Prog Oper
	25	8 AF	36726	CAS 030-085-0001 Nur Facul Dev
	25	8 AF	36736	CAS 030-085-0002 Nursing Garde
	25	8 AF	36762	CAS 030-085-0100 Nurse Op Sch
	25	8 AF	36763	CAS 030-085-0208 Haislip Nurs
	25	8 AF	36764	CAS 030-085-0003 Nursing RAM CI

FY25 Budgeted Amount	FY25 Beginning Balance	Revenue	Expenses	Transfers	Cash On Hand
25,000.00	57,613.75	72,000.00	(78,367.53)	35,000.00	86,246.22
5,000.00	25,000.00	0.00	(101.05)	0.00	24,898.95
0.00	0.00	3,350.00	(1,811.30)	0.00	1,538.70
879.72	2,984.16	0.00	(1,485.92)	0.00	1,498.24
0.00	0.00	0.00	0.00	0.00	0.00
600.00	600.00	0.00	0.00	400.00	1,000.00
687.00	687.00	0.00	0.00	400.00	1,087.00
699.28	2,097.85	0.00	(1,000.00)	1,300.00	2,397.85

Chart: L Period: Fiscal Year: 25 Index: Fund: 35752 Account: 31009

Start Over

GENERAL LEDGER ACTIVITY

Account	Transaction Date	Type	Document	Description	Amount	Debit	Credit
31009	11/13/2024	JEB	J0028797	MOVE CASH FROM 35017	400.00	Credit	
Total					400.00	Credit	

Record 1 of 1

MURS

GENERAL LEDGER ACTIVITY							Settings	Insert	Delete	Copy	Filter
Account	Transaction Date	Type	Document	Description	Amount	Debit	Credit				
31009	11/13/2024	JEB	J0028797	MOVE CASH FROM 35017		400.00	Credit				
Total						400.00	Credit	Record 1 of 1			

Chart: L Period: Fiscal Year: 25 Index: Fund: 36764 Account: 31009

GENERAL LEDGER ACTIVITY

Account	Transaction Date	Type	Document	Description	Amount	Debit	Credit
31009	11/13/2024	JEB	J0028797	MOVE CASH FROM 35017	1,300.00		
Total					1,300.00		

Record 1 of 1

Settings Insert Delete Copy Filter

Start Over

General Ledger Activity FSG/LAC 9.3.23 (PROD)

Chart: L Period: Fiscal Year: 25 Index: Fund: 36432 Account: 31009

GENERAL LEDGER ACTIVITY

Account

Transaction Date

Type

Document

Description

Amount

Debit

Credit

31009

02/18/2025

JEB

J0029036

MOVE CASH FROM 37119 PER TR

27,000.00

Credit

31009

11/13/2024

JEB

J0028797

MOVE CASH FROM 35017

8,000.00

Credit

Total

35,000.00

Credit

1 of 1

10 Per Page

Record 1 of 2

ADD RETRIEVE RELATED TOOLS

Settings Insert Delete Copy Filter

Start Over

NPS SIM LAB

From: [Smith, Larissa](#)
To: [McWilliams, Matthew](#)
Subject: FW: OTP Local Fund Balance update
Date: Wednesday, February 26, 2025 9:31:29 AM
Attachments: [OTP Local Fund Balances 2.21.25.xlsx](#)
[OTP Local Fund Ledger Transfers 2.25.pdf](#)

From: Smith, Larissa
Sent: Monday, February 24, 2025 11:21 PM
To: McDaniel, Tara <mcdanieltk@longwood.edu>
Cc: Shoenthal, David <shoenthaldw@longwood.edu>; McDonald, Angela <mcdonaldar@longwood.edu>; Armes, Jenn <armesjs@longwood.edu>; Wingo, Kim <wingokb@longwood.edu>
Subject: OTP Local Fund Balance update

Hi Tara –

I am sending all deans, directors, and department chairs updates for their local fund balances showing that the swept funds from year-end FY24 have been restored. I've included below my email to department chairs, much of which doesn't apply to OTP but may be helpful context. David and/or Angela will touch base with you about the rest of FY25 spending and FY26 budget planning in the coming weeks.

Let Kim or me know if you have any questions.

Best wishes,
Lara

Message to department chairs below:

Hi,

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The restoration of local funds has been completed. I am attaching a spreadsheet that contains a list of your local account(s) that shows the transfer amount(s) and cash-on-hand balance as of February 21. I have also attached a PDF of screenshots of the Banner Ledger Activity that shows when the transfers were made.

We restored funds in two steps. If the fund had less than \$10,000 swept, then the fund was

fully restored in November. If the fund had more than \$10,000 swept, then \$8,000 was restored in November, and the remaining balance was restored in February.

-

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-

Background: As you may remember, at the September Board of Visitors meeting, President Reveley announced at the that the money that was deducted from Academic Affairs local accounts associated with departments and colleges, specifically those funded through annual and other kinds of recurring or one-time gifts, would be restored. Local accounts that are funded through programmatic endowment spend rates would not be restored. The Board of Visitors also approved a revision to [Policy 2028](#), “Use and Investment of Local Funds,” which clarified that local accounts funded by annual giving would not be swept at the University level.

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Thank you for all you do to support faculty and students and to be good stewards of University resources.

Best wishes,
Lara

Larissa M. Smith, PhD
Provost and Vice President for Academic Affairs
Professor of History
Longwood University
201 High Street
Farmville, VA 23909
434.395.2010

Fiscal Year	As of Month End	PE/AF	Fund Code	Fund Title	FY25 Budgeted Amount	FY25 Beginning Balance
25		8 AF	36431	CEH 020-010-0012 OTP Operating	719.77	719.77
25		8 AF	36938	VPAA 020-010-0011 Ace The Test	2,806.75	1,459.95

			Cash On
Revenue	Expenses	Transfers	Hand
0.00	(117.63)	500.00	1,102.14
2,510.00	(3,492.26)	1,800.00	2,277.69

General Ledger Activity FG/LAC 9.3.23 (PROD)

Chart: L Period: Fiscal Year: 25 Index: Fund: 36431 Account: 31009

DTF OPERATING

GENERAL LEDGER ACTIVITY

Account	Transaction Date	Type	Document	Description	Amount	Debit	Credit
31009	11/13/2024	JEB	J0028797	MOVE CASH FROM 35017	500.00		Credit
Total					500.00		Credit

1 of 1

10 Per Page

Start Over

Settings

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Copy

Filter



Chart: L Period: Fiscal Year: 25 Index: Fund: 36938 Account: 31009

ACE THE TEST

GENERAL LEDGER ACTIVITY

Account	Transaction Date	Type	Document	Description	Amount	Debit	Credit
31009	07/29/2024	JEB	J0028402	MOVE CASH FROM 510024	1,800.00		
Total					1,800.00		

Record 1 of 1

Settings Insert Debit Credit Copy Filter

From: [Smith, Larissa](#)
To: [McWilliams, Matthew](#)
Subject: FW: PSYC Local Fund Balances 2.21.25
Date: Wednesday, February 26, 2025 9:29:46 AM
Attachments: [PSYC Local Fund Balances 2.21.25.xlsx](#)
[PSYC Local Fund Ledger Transfer 2.25.pdf](#)

From: Smith, Larissa
Sent: Monday, February 24, 2025 10:41 PM
To: Laws, Eric <lawsel@longwood.edu>
Cc: RAB <byrnera@longwood.edu>; Seamster, Lisa <seamsterlh@longwood.edu>
Subject: PSYC Local Fund Balances 2.21.25

Hi Eric,

This is a first of a series of emails I will be sending this week about FY25 budgets and about FY26 budget planning. This email focuses on local funds.

The restoration of local funds has been completed. I am attaching a spreadsheet that contains a list of your local account(s) that shows the transfer amount(s) and cash-on-hand balance as of February 21. I have also attached a PDF of screenshots of the Banner Ledger Activity that shows when the transfers were made.

We restored funds in two steps. If the fund had less than \$10,000 swept, then the fund was fully restored in November. If the fund had more than \$10,000 swept, then \$8,000 was restored in November, and the remaining balance was restored in February.

-

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-

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If you have a PE account, I will be sending you a separate email soon asking for you to share how you plan to spend the rest of your budgeted spend rate amount this fiscal year.

I will also be sending a separate email about FY26 budget planning, which will include the budgeting of local funds.

If you have questions about your individual accounts or how to access them in Banner, please reach out to Kim Wingo or me. If you would like to meet to discuss further any aspects of your budget, please let me know. Kim and I are happy to do so.

Thank you for all you do to support faculty and students and to be good stewards of University resources.

Best wishes,
Lara

Larissa M. Smith, PhD
Provost and Vice President for Academic Affairs
Professor of History
Longwood University
201 High Street
Farmville, VA 23909
434.395.2010

Fiscal Year	As of Month End	PE/AF	Fund Code	Fund Title	FY25 Budgeted Amount
25		8 AF	36727	CAS 030-090-0000 Psych General	3,021.17

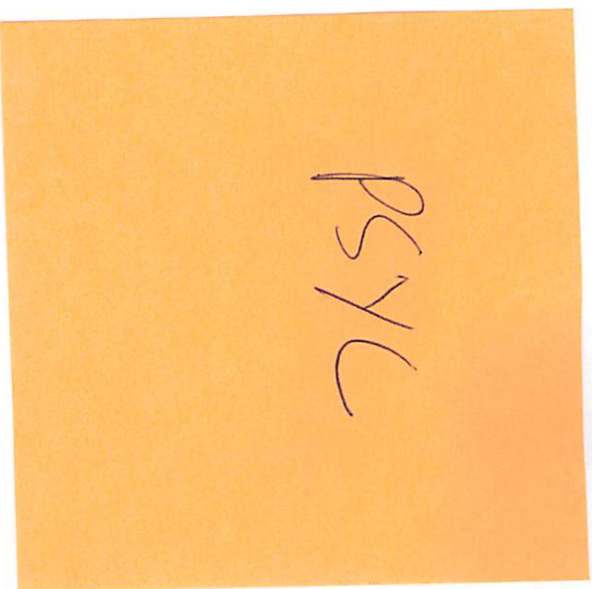
FY25

Beginning

Balance	Revenue	Expenses	Transfers	Cash On Hand
9,003.53	795.00	(1,757.88)	6,000.00	14,040.65

Chart: L Period: Fiscal Year: 25 Index: Fund: 36727 Account: 31009

GENERAL LEDGER ACTIVITY						Settings	Insert	Delete	Print	Filter
Account	Transaction Date	Type	Document	Description	Amount	Debit	Credit			
31009	11/13/2024	JEB	J0028797	MOVE CASH FROM 35017		6,000.00	Credit			
Total						6,000.00	Credit			
Record 1 of 1										



From: [Smith, Larissa](#)
To: [McWilliams, Matthew](#)
Subject: FW: SACJ Local Fund Balance Update
Date: Wednesday, February 26, 2025 9:28:49 AM
Attachments: [SACJ Local Fund Balances 2.21.25.xlsx](#)
[SACJ Local Fund Ledger Transfers 2.25.pdf](#)

From: Smith, Larissa
Sent: Monday, February 24, 2025 10:41 PM
To: Beard, Virginia <beardvr@longwood.edu>; Carter, Cathy <cartercp2@longwood.edu>
Cc: RAB <byrnera@longwood.edu>; Seamster, Lisa <seamsterlh@longwood.edu>
Subject: SACJ Local Fund Balance Update

Hi Virginia and Cathy,

This is a first of a series of emails I will be sending this week about FY25 budgets and about FY26 budget planning. This email focuses on local funds.

The restoration of local funds has been completed. I am attaching a spreadsheet that contains a list of your local account(s) that shows the transfer amount(s) and cash-on-hand balance as of February 21. I have also attached a PDF of screenshots of the Banner Ledger Activity that shows when the transfers were made.

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Farmville, VA 23909
434.395.2010

Fiscal	As of		Fund	
Year	Month	PE/AF	Code	Fund Title
	25	8 AF	36728	CAS 030-100-0000 Soc Anth CrJu
	25	8 AF	36770	CAS 070-030-0107 AKD Support

FY25 NEW ACCOUNT:

25	8	36781	CAS 030-100-0101 SACJS Dept.
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FY25 Budgeted Amount	FY25 Beginning Balance	Revenue	Expenses	Transfers	Cash On Hand
4,000.00	10,055.92	0.00	(1,726.69)	6,000.00	14,329.23
300.00	0.00	0.00	0.00	300.00	300.00
		0.00	0.00	0.00	0.00

GENERAL LEDGER ACTIVITY						Settings		Insert		Delete		Copy		Filter		Start Over	
Account	Transaction Date	Type	Document	Description	Amount	Debit	Credit										
31009	11/13/2024	JEB	J0028787	MOVE CASH FROM 35017	6,000.00	Credit											
Total					6,000.00	Credit											



GENERAL LEDGER ACTIVITY									
Account	Transaction Date	Type	Document	Description	Amount		Debit	Credit	
31009	08/14/2024	JEB	J0028463	MOVE CASH FROM 36903					
Total							300.00	Credit	

From: [Smith, Larissa](#)
To: [McWilliams, Matthew](#)
Subject: FW: SWCD and SHLS Local Fund Balance Update
Date: Wednesday, February 26, 2025 9:27:43 AM
Attachments: [SWCD Local Fund Balances 2.21.25.xlsx](#)
[SWCD Local Fund Ledger Transfers 2.25.pdf](#)
[SHLS Local Fund Ledger Transfers 2.25.pdf](#)

From: Smith, Larissa
Sent: Monday, February 24, 2025 9:54 PM
To: Salley, Shannon <salleysw@longwood.edu>; Baldwin, Laura <baldwinld@longwood.edu>; Preston, Danielle <zipfeldl@longwood.edu>
Cc: McDonald, Angela <mcdonaldar@longwood.edu>; Armes, Jenn <armesjs@longwood.edu>
Subject: SWCD and SHLS Local Fund Balance Update

Hi Shannon, Danielle, and Larr,

This is a first of a series of emails I will be sending this week about FY25 budgets and about FY26 budget planning. This email focuses on local funds.

The restoration of local funds has been completed. I am attaching a spreadsheet that contains a list of your local account(s) that shows the transfer amount(s) and cash-on-hand balance as of February 21. I have also attached a PDF of screenshots of the Banner Ledger Activity that shows when the transfers were made.

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-

Background: As you may remember, at the September Board of Visitors meeting, President Reveley announced that the money that was deducted from Academic Affairs local accounts associated with departments and colleges, specifically those funded through annual and other kinds of recurring or one-time gifts, would be restored. Local accounts that are funded through programmatic endowment spend rates would not be restored. The Board of Visitors also approved a revision to [Policy 2028](#), “Use and Investment of Local Funds,” which clarified that local accounts funded by annual giving would not be swept at the University level.

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If you have a PE account, I will be sending you a separate email soon asking for you to share how you plan to spend the rest of your budgeted spend rate amount this fiscal year.

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If you have questions about your individual accounts or how to access them in Banner, please reach out to Kim Wingo or me. If you would like to meet to discuss further any aspects of your budget, please let me know. Kim and I are happy to do so.

Thank you for all you do to support faculty and students and to be good stewards of University resources.

Best wishes,
Lara

Larissa M. Smith, PhD
Provost and Vice President for Academic Affairs
Professor of History
Longwood University
201 High Street
Farmville, VA 23909
434.395.2010

General Ledger Activity FGIGLAC 9.3.23 (PROD)

Chart: L Period: Fiscal Year: 25 Index: Fund: 36408 Account: 31009

SHLS GEN OP

ADD RETRIEVE RELATED TOOLS

Start Over

GENERAL LEDGER ACTIVITY

Account	Transaction Date	Type	Document	Description	Amount	Debit	Credit
31009	11/13/2024	JEB	J0028797	MOVE CASH FROM 35017		6,000.00	Credit
Total						6,000.00	Credit

Record 1 of 1

Settings

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Filter

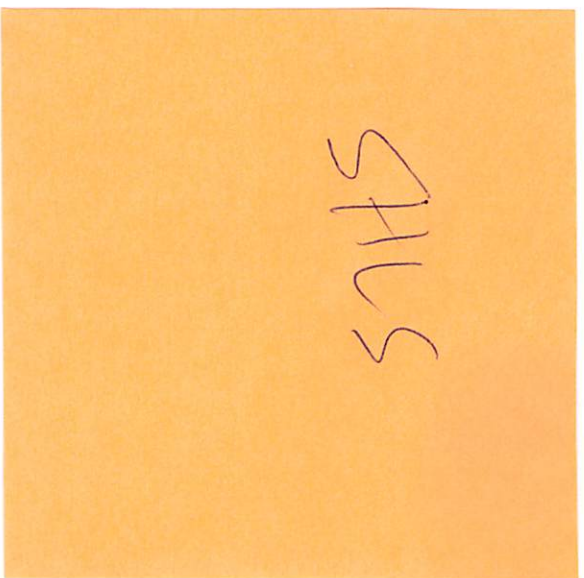


Chart: L Period: Fiscal Year: 25 Index: Fund: 36428 Account: 31009

CL 1967 SHLS

GENERAL LEDGER ACTIVITY

Account	Transaction Date	Type	Document	Description	Amount	Debit	Credit
31009	11/13/2024	JEB	J0028797	MOVE CASH FROM 35017	2,325.99		Credit
Total					2,325.99		Credit

Record 1 of 1

Settings Insert Debit Credit Print Copy Filter

Start Over



Chart: L Period: Fiscal Year: 25 Index: Fund: 36429 Account: 31009

tlc VA CHS

GENERAL LEDGER ACTIVITY

Account	Transaction Date	Type	Document	Description	Amount	Debit	Credit
31009	11/13/2024	JEB	10028797	MOVE CASH FROM 35017			
Total					1,870.02	Credit	
						1,870.02	Credit

X

General Ledger Activity FGIGLAC 9.3.23 (PROD)

Chart: L Period: Fiscal Year: 25 Index: Fund: 36441 Account: 31009

SCOTT PINE

ADD RETRIEVE RELATED TOOLS

Start Over

GENERAL LEDGER ACTIVITY

Account	Transaction Date	Type	Document	Description	Amount	Debit	Credit
31009	11/19/2024	JEB	J0028797	MOVE CASH FROM 35017		3,019.31	Credit
Total						3,019.31	Credit

Record 1 of 1

Settings Insert Delete Copy Filter

Fiscal Year	As of Month End	PE/AF	Fund Code	Fund Title
	25	8 AF	36415	CEH 020-020-0000 Soc Work Gen
	25	8 AF	36421	CEH 020-070-0010 Commun Scienc

SHLS

25	8 AF	36408	CEH 020-010-0002 SHLS Gen Op
25	8 PE	36428	CEH 065-010-1967 CI 1967 SHLS
25	8 PE	36429	CEH 020-010-0500 Til.&Va SHLS
25	8 AF	36441	CEH 020-070-0012 Scott Rites
25	8 PE	36940	VPAA 070-075-0500 Kraemer

FY25 Budgeted Amount	FY25 Beginning Balance	Revenue	Expenses	Transfers	Cash On Hand
3,200.00	6,797.02	305.00	(1,340.75)	5,500.00	11,261.27
5,343.28	16,039.33	650.00	(1,230.04)	11,000.00	26,459.29
7,907.00	9,940.24	6,642.50	(2,524.77)	6,000.00	20,057.97
3,530.39	3,530.39	0.00	(3,722.03)	2,325.99	2,134.35
2,838.30	2,838.30	0.00	(2,203.18)	1,870.02	2,505.14
13,096.47	4,582.69	10,000.00	(5,903.42)	3,019.31	11,698.58
8,000.00	8,000.00	0.00	(4,342.20)	0.00	3,657.80

X

General Ledger Activity FGI GLAC 9.3.23 (PROD)

Chart: L Period: Fiscal Year: 25 Index: Fund: 36415 Account: 31009

SOC WK GEN

GENERAL LEDGER ACTIVITY

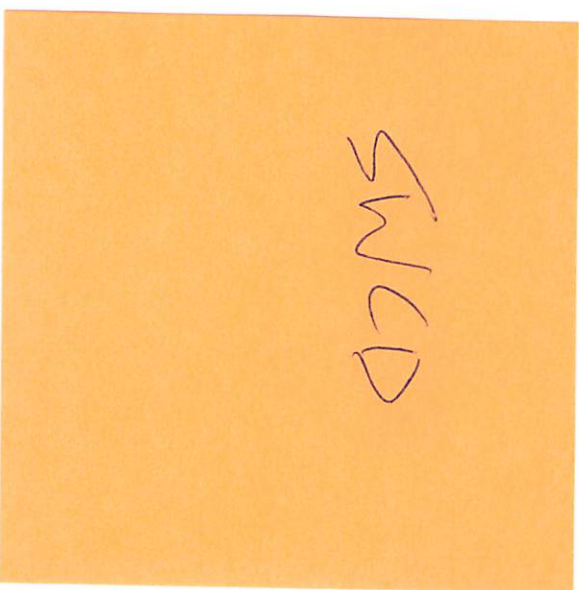
Account	Transaction Date	Type	Document	Description	Amount
31009	11/13/2024	JEB	J0028757	MOVE CASH FROM 35017	5,500.00 Credit
Total					5,500.00 Credit

Record 1 of 1

Settings | Insert | Delete | Copy | Filter

ADD | RETRIEVE | RELATED | TOOLS

Start Over



COMMUNI SCIENCE

Chart: L Period: Fiscal Year: 25 Index: Fund: 36421 Account: 31009

GENERAL LEDGER ACTIVITY

Account	Transaction Date	Type	Document	Description	Amount	Debit	Credit
31009	02/18/2025	JEB	J0029036	MOVE CASH FROM 37119 PER TR	3,000.00	Credit	
31009	11/13/2024	JEB	J0028797	MOVE CASH FROM 35017	8,000.00	Credit	
Total					11,000.00	Credit	

Record 1 of 2

From: [Smith, Larissa](#)
To: [McWilliams, Matthew](#)
Subject: FW: TAGD Local Fund Balance Update
Date: Wednesday, February 26, 2025 9:30:51 AM
Attachments: [TAGAD Local Fund Balances 2.21.25.xlsx](#)
[TAGD Local Fund Ledger Transfers 2.25.pdf](#)

From: Smith, Larissa
Sent: Monday, February 24, 2025 10:45 PM
To: Nelson, Kelly <nelsonkm@longwood.edu>; Brochon, Chris <brochoncr@longwood.edu>
Cc: RAB <byrnera@longwood.edu>; Seamster, Lisa <seamsterlh@longwood.edu>
Subject: TAGD Local Fund Balance Update

Hi Kelly and Chris,

This is a first of a series of emails I will be sending this week about FY25 budgets and about FY26 budget planning. This email focuses on local funds.

The restoration of local funds has been completed. I am attaching a spreadsheet that contains a list of your local account(s) that shows the transfer amount(s) and cash-on-hand balance as of February 21. I have also attached a PDF of screenshots of the Banner Ledger Activity that shows when the transfers were made.

We restored funds in two steps. If the fund had less than \$10,000 swept, then the fund was fully restored in November. If the fund had more than \$10,000 swept, then \$8,000 was restored in November, and the remaining balance was restored in February.

-

Where to see this activity in Banner: The funds have been restored to your Cash-on-Hand balance, not your Budgeted balance. To see your Cash-on-hand Balance, please go to Banner Admin – (screen) – FGITBAL. You will see the amount restored in one lump sum under the Transfer Control line.

-

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Thank you for all you do to support faculty and students and to be good stewards of University resources.

Best wishes,
Lara

Larissa M. Smith, PhD
Provost and Vice President for Academic Affairs
Professor of History
Longwood University
201 High Street
Farmville, VA 23909
434.395.2010

Fiscal Year	As of Month End	PE/AF	Fund Code	Fund Title	FY25 Budgeted Amount
ART & GAND					
25	8	AF	36706	CAS 030-030-0000 Art Gen Fund	8,150.00
25	8	AF	36707	CAS 030-030-0002 Design Lab Op	161.85
25	8	PE	36744	CAS 030-030-0206 Res. Aw for Arts	1,712.00
FY25 NEW ACCOUNT:					
25	8	AF	36783	CAS 030-030-0004 Short Twig	
THEATRE					
25	8	PE	36756	CAS 030-110-0500 Smith, Hilary	11,476.00
25	8	AF	36731	CAS 030-110-0000 Theatre Opera	25,000.00
25	8	AF	36732	CAS 030-110-0101 Theatre Schol	1,022.00
25	8	AF	36737	CAS 030-000-0006 Excel Per Art	272.50

FY25

Beginning

Balance Revenue Expenses Transfers Cash On Hand

19,399.70 1,621.50 (4,411.51) 12,781.49 29,391.18

975.19 0.00 (909.64) 650.00 715.55

4,652.00 0.00 0.00 0.00 4,652.00

0.00 0.00 0.00 0.00 0.00

21,187.78 0.00 (4,618.93) 0.00 16,568.85

51,763.56 687.00 (11,205.32) 25,000.00 66,245.24

1,022.00 (812.00) 0.00 300.00 510.00

5,784.10 0.00 0.00 0.00 5,784.10

General Ledger Activity FGIGLAC-9.3.23 (PROD)

Chart: L Period: Fiscal Year: 25 Index: Fund: 36706 Account: 31009

Start Over

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ADD RETRIEVE RELATED TOOLS

GENERAL LEDGER ACTIVITY				
Account	Transaction Date	Type	Document	Description
31009	02/18/2025	JEB	J0028036	MOVE CASH FROM 37119 PER TR
31009	11/13/2024	JEB	J0028797	MOVE CASH FROM 35017
Total				

1 of 1

10 Per Page

Record 1 of 2



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Record: 1/2

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General Ledger Activity FGI GLAC 9.3.23 (PROD)

Chart: L Period: Fiscal Year: 25 Index: Fund: 36707 Account: 31009

GENERAL LEDGER ACTIVITY

Account

Transaction Date

Type

Document

Description

Amount

Debit

Credit

31009

11/13/2024

JEB

J0028797

MOVE CASH FROM 35017

650.00

650.00

Total

1 of 1

10

Per Page

Start Over

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Chart: L Period: Fiscal Year: 25 Index: Fund: 36731 Account: 31009

General Ledger Activity FGIGLAC 9.3.23 (PROD)

ADD RETRIEVE RELATED TOOLS

Start Over

Settings Insert Delete Copy Filter

GENERAL LEDGER ACTIVITY				
Account	Transaction Date	Type	Document	Description
31009	02/18/2025	JEB	J0028036	MOVE CASH FROM 37119 PER TR
31009	11/13/2024	JEB	J0028797	MOVE CASH FROM 35017
Total				

1 of 1

10 Per Page

Record 1 of 2

✕

General Ledger Activity FGIGLAC 9.3.23 (PROD)

Chart: L Period: Fiscal Year: 25 Index: Fund: 36732 Account: 31009

Start Over

ADD RETRIEVE RELATED TOOLS

▼ GENERAL LEDGER ACTIVITY

Account	Transaction Date	Type	Document	Description	Amount	Debit	Credit
31009	11/13/2024	JEB	J0028797	MOVE CASH FROM 35017		300.00	Credit
Total						300.00	Credit

1 of 1

10 Per Page

Record 1 of 1

From: [Smith, Larissa](#)
To: [McGregor, Matthew](#); [Hodges, Courtney](#)
Cc: [McWilliams, Matthew](#)
Subject: Fw: Where to put the \$25,000 the president is returning to the MACS department
Date: Monday, February 24, 2025 10:59:03 AM
Importance: High

Hi --

My apologies for not getting this information to you before the transfers went back to local funds. But the Math department did let me know finally where they want the \$25,000 to go to for the scholarships.

We need to transfer the \$25,000 from

36712 CAS 030-060-0000 Math Comp Sci

And divide it between the two scholarships below:

James C. Gussett Scholarship, Fund number: 0300600204	\$10,000
---	----------

Sharon Emerson-Stonnell Scholarship, Fund number 0300600210.	\$15,000
--	----------

Once that is done, could you send me some verification of the transfers so that I can inform the Math Department?

Thanks,
Lara

Larissa M. Smith, PhD
Provost and Vice President for Academic Affairs
Professor of History
Longwood University
201 High Street
Farmville, VA 23909
434.395.2010 (office)

From: Sorrell, Toni

Sent: Saturday, February 8, 2025 4:15 PM

To: Smith, Larissa

Cc: Carter, Cathy; Long, Ashley

Subject: Where to put the \$25,000 the president is returning to the MACS department

Dear Larissa,

This letter is in reference to the \$25,000 that the president is returning to our local funds. The MACS department would like \$10,000 put towards the James C. Gussett Scholarship, Banner: EGUSST, Fund number: 0300600204. The remaining \$15,000 we would like to put towards the Sharon Emerson-Stonnell Scholarship, Fund number 0300600210.

Will you please let me know when this has been completed so that I may inform the department.

Thank you,

Toni

Dr. Toni Sorrell

Chair/Department of Mathematics and Computer Science

Longwood University

From: [Nasburg, Kathryn](#)
To: [Hodges, Courtney](#)
Cc: [McGregor, Matthew](#); [McWilliams, Matthew](#)
Subject: RE: request for transfers from Longwood Fund
Date: Thursday, September 5, 2024 8:18:53 AM
Attachments: [image001.png](#)
[image002.png](#)

Hi Courtney,

I've requested this transfer this morning.

Thanks,

Kathryn Nasburg
Director, Financial Planning & Analysis
nasburgke@longwood.edu
Office (434) 395-2721



The information in this e-mail and any attachments may be confidential and privileged. Access to this e-mail by anyone other than the intended addressee is unauthorized. If you are not the intended recipient (or the employee or agent responsible for delivering this information to the intended recipient) please notify the sender by reply e-mail and immediately delete this e-mail and any copies from your computer and/or storage system. The sender does not authorize the use, distribution, disclosure or reproduction of this e-mail (or any part of its contents) by anyone other than the intended recipient(s).

From: Hodges, Courtney <hodgesmc@longwood.edu>
Sent: Tuesday, September 3, 2024 8:40 PM
To: Nasburg, Kathryn <nasburgke@longwood.edu>
Cc: McGregor, Matthew <mcmgregormc@longwood.edu>; McWilliams, Matthew <mcmwilliamsmj@longwood.edu>
Subject: Re: request for transfers from Longwood Fund

Kathyn,

We have identified another account that needs to be restored. It is this account:

LU Ctr Comm Music
CAS 030-070-0003 LU Ctr Comm Music

Please transfer \$987 from Longwood Fund to the LU Ctr Comm Music account.

Thank you!
Courtney

Sent from my iPhone. Please pardon errors.