

Budget Manager's Meeting
Agenda
Tuesday, August 31, 2004 (3:00 PM)

----- ***FY 2003-04*** -----

- **FY 2003-04 Year End**
 - Ended year with revenue shortfall of \$302,416 (Budget Code 16060)
 - Refund of offset accounts (\$332,584) – July '04 (JEM 847)
 - Excess revenues in 0845 / 0846 SL revenue line

----- ***FY 2004-05*** -----

- **FY 2004-05 Revenue Shortfall**
 - Expect another shortfall this year
 - Too early to project
 - No decisions by Cabinet on how to handle
- **FY 2004-05 Legislative Action**
 - Senate Bill 100 (SB 100) – tax exemption (\$179,545)
 - Handled at university level
 - HB 1414 – Management Flexibility Reduction
 - 1.47% reduction (\$858,190)
 - handled at university level
 - Legislative Increase - \$1,000 or 2.5% (whichever is greater)
 - SPA (\$673,143)
 - In August paychecks (retro to July)
 - EPA/Faculty (\$1,322,052)
 - BD-119 process underway
 - Pay raises in September paychecks (retro to July)
 - UNCW Marine Biology program - \$2 million
 - Building Reserves (\$379,366)
 - One-time reduction due to delay in following buildings:
 - Sports Medicine
 - Computer Center
 - ISOM/CSSC Classroom
 - Marine Science Operations
 - Capital Improvement funds
 - Planning & design funds for School of Nursing building - \$500,000
 - Repair & Renovation funds – 876,700
- **Budget Increases**
 - Enrollment Growth increases - \$3,223,893
 - BD-606 # 11-0048
 - Campus-Initiated Tuition increases - \$2,561,809
 - BD-606 # 12-0013
 - Ed & Tech fee increase (ITSD)– \$130,526
 - BD-606 # 12-0012
 - Retirement Rate increases (State/ORP/LEO) - \$25,909
 - BD-606 # 11-0040
 - One-Time increases (\$1,600,000)
 - From lapsed benefits + Budget Office Reserves
 - Budget Revisions / Flex LH-9286
 - Banner Migration – still need budget
 - \$428,000 from Lapsed Salaries
 - VCs still discussing
- **FY 2004-05 Execution Monitoring**
 - New reporting format (attached)
 - To be used anytime the Budget Office requires a report, and
 - at mid-year review
 - Quarterly meetings
 - 2nd week following completion of quarter (Oct 4-8)
 - List to be provided via email today

----- **FY 2005-07** -----

- **FY 2005-07 Continuation Budget**
 - Inputs were due to me – August 27th
 - Missing inputs ????

- **FY 2005-06 Student Fee Requests**
 - BOG only approved FY 04-05 (\$30.00)
 - University Union - \$10.00
 - Athletics - \$8.00
 - Postal Services - \$2.00
 - Athletic facilities - \$6.00
 - Cultural Events - \$4.00
 - **Will** be able to request increases
 - Still waiting on guidance from OP
 - Committee training to occur soon

- **FY 2005-06 Campus-Based Tuition Increase committee**
 - Will be re-convened by Kay Ward
 - Committee training to occur (in conjunction with Student Fee Advisory Cmte)

----- **Miscellaneous** -----

- **Elimination of 187 / 188 Subheads**
 - OSBM has approved the elimination of subheads 187 (152 & 160) and 188 (170 & 180)
 - Requires flex in order to move funds between 152/160 or 170/180
 - Lapsed salaries now managed at individual subhead
 - Affects: AA, BA, SA

- **Budget Office Training Workshops**
 - To start late September / early October
 - Budget Office website being developed
 - Include: calendar, workshop descriptions, training materials
 - Workshops topics:
 - [Rock n' Roll...It's Budget Time](#) (Managing Receipt-Supported Budget)
 - [General Funds...The Bread & Butter](#) (Managing General Fund Budgets)
 - [FRS & HRS...Bridging the Gap](#) (Personnel Budgeting)
 - [Money Doesn't Grow on Trees](#) (The Money Flow)
 - [Welcome to UNCW...Life in the Budget Fast Lane](#) (Introduction to New Administrators)
 - [Reading & Understanding Budgets in FRS](#)
 - [Purchasing](#)
 - [Compare/Contrast General Funds to Grants Funds](#) (Joint Budget Office – Office of Sponsored Programs endeavor)

- **Business Affairs Quarterly Financial Forum**
 - Big hit with campus in summer
 - Will continue
 - next one scheduled late September
 - Solicitation of topics – email Business Affairs – Financial Directors
 - Jan, Mary, Dan, me

- **Role of Divisional Budget Managers**
 - Limited feedback