

**Budget Manager's Meeting**  
**Agenda**  
**Thursday, September 13, 2007 (1:00 PM)**

----- **FY 2007-08** -----

- **FY 2007-08 Annual Allocation Process**
  - Following allocations completed
    - SRCI Carry Forward from '06-07 (11-0003-08 & F0010091)
    - My Budget Revision (J0019770)
    - Lapsed Benefits Flex (LJ-9005-08)
  - Still waiting on OSBM approval
    - Enrollment Growth (11-0005-08)
    - CITI (11-0006-08)
- **FY 2007-08 BD-119 (EPA Salary Increase) process**
  - Attached spreadsheets for review by VC's / Deans
    - Modified to reflect 7/1/07 actions – comments section / beige highlight
    - Due to me **tomorrow by 3:00 PM**
  - Final sheets to HR Friday at 4:00PM
  - Final sheets to Payroll by Wednesday, Sept 19<sup>th</sup>
- **Fund Balance Analysis**
  - Analysis due to me **September 28**
  - Starting fund balance on “cash” basis
    - If need “accrual” contact Cindy
  - Analysis only applies to fund balance, not annual operating funds
  - Don't have to net to zero...can be positive or negative
- **FY 07-08 Excess Revenue (Mid-Year Review)**
  - Fall estimates show excess tuition revenue
  - Hope to start process in Fall, rather than Spring
    - We've shown we can't spend large amounts of money in a few months
  - After discussions w/ Provost / CFO, I'll be generating guidance

----- **FY 2008-09** -----

- **FY 2008-09 Tuition Increase (CITI) process**
  - Calendar:
    - Divisional requests forwarded to CITI Committee September 10th
    - Committee review: September 10 – November 23
    - VC's review: November 26 - December 7
    - Provost / CFO presentation to Cabinet: December 11
    - BOT presentation: December 14
  - 6.5% cap on tuition – equates to **\$156.85**
- **FY 2008-09 Student Fee process**
  - Calendar:
    - Guidance E-Memorandum, dated September 10, 2007
      - *B/M – please forward to Program Directors*
      - Packages on shared-drive
    - Inputs due to Budget Office – **October 19, 2007**
    - Committee review – October 23 thru November 23
    - Pick up w/ CITI calendar
  - Must fill out “budget process” summary in addition to detailed budget format
  - 6.5% cap on fees (Athletics, Health, Ed & Tech, Student Activities) – **\$94.08**
    - No increase to “special fees” (Commencement) authorized
    - No new “special fees” authorized
- **FY 2008-09 Supplemental Budget Request process (2<sup>nd</sup> Year of FY 2007-09 Biennium)**
  - Guidance out in October
  - Inputs due to Budget Office – December
- **FY 2008-09 Special Funds' Budgets**
  - Guidance / Packages out in October (Food Svc, Parking, Security, Housing)
  - Packages due early December
- **FY 2008-09 Enrollment Projections**
  - Handled by Academic Affairs
  - Due to GA – October 15, 2007

-----Miscellaneous-----

- **Vacant Positions**

- If positions > 6 months...will have you abolish so I don't have to report
  - Flex salaries + benefits into operating account for future use
- Next report due September 30th
  - Look at any positions vacant > 6 months

- **Budget Program Codes in Everyday Life**

- See handout

- **Banner HR Issues**

- See handout

- **Training**

				<u>Scheduled Attendees</u>
○ BGT 101	Tuesday, October 16	9:30AM	AL 215	1
○ BGT 102	Wednesday, October 17	2:15 PM	AL 215	5
○ BGT 103	Thursday, October 18	9:45AM	AL 215	2
○ BGT 104	Thursday, October 18	2:15 PM	AL 215	3
○ BGT 105	Friday, October 19	9:45AM	AL 215	1
○ BGT 106	Monday, October 22	9:45AM	AL 215	4
○ BGT 107	Tuesday, October 23	9:45AM	AL 215	1

- **Future Budget Managers' Scheduled Meetings**

○ Thursday, November 15, 2007	9:00 – 10:30 AM	AL 215
○ Tuesday, January 15, 2008	9:00 – 10:30 AM	AL 215
○ Tuesday, March 18, 2008	9:00 – 10:30 AM	AL 215
○ Tuesday, May 13, 2008	9:00 – 10:30 AM	AL 215
○ Tuesday, July 15, 2008	9:00 – 10:30 AM	AL 215
○ Tuesday, September 16, 2008	9:00 – 10:30 AM	AL 215
○ Tuesday, November 18, 2008	9:00 – 10:30 AM	AL 215