

Budget Manager's Meeting
Agenda
Tuesday, September 16, 2008 (9:00 AM)

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

- **FY 08-09 Legislative Reductions**
 - \$908K reduction submitted to UNC-GA, August 29, 2008
 - BD-606 (# 11-0068-09) has been submitted to reduce our funds
 - Departmental budgets have **NOT** been reduced
 - Will be as soon as GA / OSBM approves reductions / BD-606

- **FY 2008-09 Annual Allocation Process**
 - Vice Chancellors approved allocation of \$4,231,489
 - Permanent -- \$1,466,715
 - One-Time -- \$2,764,774
 - My August 11, 2008 email provided reference #'s
 - Budget Request System – Allocated Budget Request report
 - BD-606's have been approved, so Banner HR has been updated (positions)
 - Unallocated funds available: \$2,088,306
 - Vice Chancellors are continuing to prioritize unfunded requests.
 - May be some funding for required commitments done soon
 - Decisions will be made in conjunction w/ events coming out of Raleigh (i.e., reversions)

- **FY 2008-09 SPA Salary Increases**
 - Jobs & Position increases have been entered in Banner HR
 - Staff received increases in August paycheck

- **FY 2008-09 EPA Salary Increases (BD-119)**
 - Chancellor approved EPA salary increases on Sept 8, 2008
 - My Sept 9, 2008 email notified Vice Chancellors
 - HR / Payroll / Budget Office “keying” entries into Banner HR
 - Employee increases will be in September 30th paycheck
 - Positions should be increased by month end (lapsed salary report)

- **FY 2008-09 Mid-Year Reversions**
 - Due to declining state's economy mid-year reversion is expected.
 - Hope to hear something definitive in October
 - One-time reduction
 - OSBM guidance may have restrictions ?
 - We have heard it could be as high as 3-5% of state appropriation
 - Equates to \$3-5 million for UNCW
 - Vice Chancellors are discussing ways to pay our potential share
 - Unallocated funds from “Annual Allocation Process”
 - Potential excess receipts, due to increased freshman class
 - Additional lapsed benefits
 - Campus input
 - Will keep you posted on events as they occur
 - Know where your lapsed salaries are
 - Don't need to do anything right now, but at least be thinking about it

- **FY 09-10 Campus-Initiated Tuition Increase (CITI) Process**
 - Guidance:
 - Provost / CFO E-Memorandum, dated August 27, 2008 refers
 - Sent to campus by me August 27, 2008 9:23 AM email
 - My August 27, 2008 9:29 AM email -- supplemental guidance
 - Specifically speaks to procedure for rolling over requests from previous budget cycles
 - UNC-GA – not yet received; but are in year 3 of four-year plan
 - Inputs due to my office – **September 22**
 - Submitted through VC's
 - Submitted through Budget Request System (Banner)
 - New positions were due to HR – **September 15**
 - CITI committee will be starting to meet soon after Sept 22
 - Cabinet presentation – week of December 1-5
 - BOT – Friday December 12, 2008

- **FY 09-10 Student Fee Process**
 - Guidance:
 - My September 10, 2008 email
 - Craig emails of Sept 10 – distributed student fee packages
 - UNC-GA --- not yet received; but are in year 3 of four-year plan
 - Fee increase packages due to my office – **October 13**
 - Submitted through VC's
 - Fee committee will meet Oct 16 – November 18
 - Cabinet / BOT meetings – same as CITI

- **FY 09-11 Biennial Continuation Budget Process**
 - Guidance:
 - OSBM – Instructions published July 31, 2008
 - UNC-GA Budget Memo # 3, dated September 3, 2008
 - My emails started August 7, 2008
 - Went directly to affected departments
 - Inputs were due to me – Sept 8, 12
 - Includes RBB performance measures
 - Final budget due to:
 - UNC-GA: Oct 15
 - OSBM: Oct 30

- **FY 09-11 Biennial Expansion Budget Process**
 - Guidance:
 - UNC-GA Budget Memo # 1, dated August 12, 2008
 - Only UNC Tomorrow initiatives + campus safety were authorized
 - My email to Provost / CFO dated August 12
 - Requests (UNCT) sent to UNC-GA – September 15
 - UNC-GA still has not allocated campus safety funding for FY 2008-09
 - Authorized in FY 08/09 Legislative Budget (HB 2436)
 - Once we receive campus safety allocations, we will:
 - Determine which programs get funds
 - Revisit / revise (if necessary) list from FY 08/09 Supplemental Budget
 - Resubmit unfunded requirements as part of 09-11 Biennial Expansion Budget (Expect quick turn around)

- **FY 09-11 Biennial Capital Budget Process**
 - Guidance:
 - UNC-GA Budget Memo # 2, dated August 13, 2008
 - Business Affairs / Facilities handling this cycle
 - Submission due dates:
 - Six-year Appropriated Capital Improvements – Sept 15
 - Six-year Non-Appropriated Capital Improvements – Oct 1
 - Repairs & Renovations – Oct 15

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

- **FY 08/09 – FY 09/10 University Budget / Planning Calendar**
 - Updated versions on Budget Office website
 - Two versions:
 - Summary
 - Detailed

- **Budget Process Guidance / Request Submission Process --- Recap**
 - Guidance:
 - All guidance comes from Provost / CFO (via email from me)
 - w/ exception of Biennial Continuation
 - divisional VC's / Budget Office may supplement
 - updates / reminders from me
 - Provost / CFO E-Memorandum sent to:
 - Cabinet
 - Councils' chairs (Staff, SGA, Faculty)
 - Copied to:
 - Divisional Budget Managers
 - VCAA Business Managers
 - VCBA Business Managers
 - VCSA Business Managers
 - Academic Affairs' Deans
 - Human Resources
 - Budget Office Staff

 - Request Submission Process:
 - Budget Request System (Banner)
 - Annual Allocation Process (state funds)
 - Mid-Year Allocations (state funds)
 - Campus-Initiated Tuition Increases
 - Biennial Expansion Budget
 - Supplemental Budgets (off year of Biennial)

 - Special Formats
 - Student Fees (Excel)
 - Special Funds Budgets (Excel)
 - Biennial Continuation Budget (OSBM attachments - Excel)
 - Biennial Capital Budget
 - Mid-Year review (receipt-supported budgets) (Excel)

 - Would it be helpful if I put a budget process summary out on my website?
 - Would include what you are authorized to request during a particular cycle?

- **HR Online Actions**
 - If against trust, must have budget in 911100 line
 - Will start cancelling request actions

- **Business Affairs - Finance training is about to begin !!!**
 - Will be highlighted **October 2, 2008** at Bus Aff – Finance Open Forum
 - Classes will start soon thereafter
 - Opportunity to “test out” of classes
 - Certification program for any staff employees

- **Future Budget Managers' Scheduled Meetings**
 - Tuesday, November 18, 2008 9:00 – 10:30 AM AL 215