

BUDGET PROCESS SUMMARY

Process: Biennial Continuation Budget

Purpose: Provides general operating funds (state) for each year of the biennium to continue the **existing**, authorized level of services.

Timelines: Developed in even numbered years (August – October)

Guidance: Office of State Budget & Management (OSBM) – July / August
UNC-General Administration (UNC-GA) – August / September
Budget Office – August

Due Dates: To OSBM (October 31)
(exact dates vary) To UNC-GA (October 15)

Type Funding: State

What's Authorized in Request? Inflationary increase to specific line items, personnel-related items, equipment replacement, specific non-recurring items, building reserves.

Inflationary increases:

- Library materials
- Utilities (electricity, natural gas, water/sewage, gasoline, fuel oil)
- Building leases

Personnel-Related Items:

- SPA longevity
- Overtime, premium pay
- Unemployment / workman's compensation
- Retirement (State, ORP, LEO)

Equipment Replacement:

- Motor vehicles
- Boats / trailers
- Other motorized vehicles
- Equipment

Non-Recurring items:

- Accreditation

Building Reserves – operating funds for state-supported buildings (new or renovated). Provides funding for:

- Personnel (Maintenance / Trades, EH&S, Police, IT)
- Utilities
- Supplies + Materials

Vehicles (for maintenance personnel only)

Insurance

Moving expenses

Maintenance contracts (elevators, pest, termite, IT network, security, chillers/controls)

Equipment

Maintenance / Housekeeper / Utility worker personnel

Basic building equipment (recycling, trash, housekeeping)

Review Process: Budget Office only

Budget Request Methodology: Excel spreadsheets developed by OSBM (attachments)

Process: Biennial Expansion Budget

Purpose: Provides for expansion of existing programs, new programs, and salary increases and/or benefits for faculty and state employees, to include:
New or Pilot programs,
Continued phase-in of new programs initiated in a previous biennium,
One-time major equipment purchases

Timelines: Developed in even numbered years (August – September)

Guidance: UNC-General Administration – August
Budget Office - July / August

Due Dates: To UNC-GA (September)
(exact dates vary)

Type Funding: State

What's Authorized in Request? Varies depending on what the current financial picture is in the state. Must be programmatic in nature and support the strategic goals of the UNC-system.

For FY 2009-11 submissions could only address:
UNC Tomorrow Initiatives
Campus Safety

Review Process: Departments to Deans to Vice Chancellors
Cabinet approval

Budget Request Methodology: Budget Request System

Process: Biennial Capital Budget

Under Construction

Process: Supplemental Budget

Purpose: Off-Year budget submission to General Assembly for “short session” (2nd year of two-year biennium). Similar to Biennial Expansion Budget process, only in the off-year.

Timelines: Developed in odd numbered years (October - February)

Guidance: UNC-GA: October / November
Budget Office – October / November

Due Dates: To UNC-GA: (January / February)
(exact date varies)

Type Funding: State

What’s Authorized in Request?

Varies depending on financial climate at the time. Must be programmatic in nature and support the strategic goals of the UNC-system.

For FY 2008-09: UNC-GA reviewed those items that were in the FY 2007-09 Biennial Expansion budget but not approved by legislature, or were approved only on a temporary, nonrecurring basis.

Most of the time – very restrictive in what we can request. For FY 2008-09, only items listed in the UNC Campus Safety Task Force Report to the President were authorized.

Review Process: Departments to Deans to Vice Chancellors
Cabinet approval

Budget Request Methodology: Budget Request System

Process: Campus-Initiated Tuition Increases (CITI)

Purpose: Tuition is charged to students ... and is used to partially defray the costs of general academic and administrative operations of campuses, including academic programs and faculty and administrative salaries and benefits. (Source: UNC – General Administration Policy 1000.1.1)

Timelines: Developed annually during summer – fall (August – November)

Guidance: UNC-GA – October
Budget Office – August

Due Dates: To UNC-GA (December)

Type Funding: State

What's Authorized in Request?

Board of Governor guidance, approved in their October 2006 “four-year plan for tuition and fees” restricts the use of tuition funding to the following areas:

- Need-based financial aid
- Faculty salaries to get to the 80th percentile
- Improve library and counseling services
- Reduce class sizes
- Increase class section offerings
- Improve student services
- Improve the quality of academic experience

Allowable tuition increases reviewed annually by Board of Governors, with a maximum increase of 6.5 percent.

Review Process: Departments to Deans to Vice Chancellors
CITI Review Committee (September – November)
Cabinet approval
Board of Trustees approval

Budget Request Methodology: Budget Request System

Process: Student Fee Increases

Purpose: Fees will be charged only for limited, dedicated purposes and shall not be used to defray the costs of general academic and administrative operations of campuses, including academic programs and faculty and administrative salaries and benefits. (Source: UNC – General Administration Policy 1000.1.1)

Consistent with the above citation, the Board (of Governors) will make every effort to keep fees for students as low as possible while providing the revenues needed to support the purposes for which the fees are charged.

Timelines: Developed annually during summer – fall (August – November)

Guidance: UNC-GA – October
Budget Office – August / September

Due Dates: To UNC-GA (December)

Type Funding: Receipts

What's Authorized in Request?

Mandatory student fees fall into one of four (4) Board of Governors categories:

- General Fees (Athletics, Health, Student Activities, Ed & Tech)
- Debt Service (on buildings)
- Special (Commencement)
- Miscellaneous (Transportation, ASG)

Non-Mandatory fees (Orientation, Room & Board, Special Course fee, Transcript / duplicate diploma, mailbox, etc)

Allowable tuition increases reviewed annually by Board of Governors, with a maximum increase of 6.5 percent for “General Fees.”

Review Process: Departments to Deans to Vice Chancellors
CITI Review Committee (September – November)
Cabinet approval
Board of Trustees approval

Budget Request Methodology: Specially-designed Excel files

Process: Summer School Rate Increases

Purpose: Unless General Assembly increases tuition during legislative session, Board of Governors provides guidance for increasing tuition / fees during summer-terms.

Timelines: Developed annually during fall - winter (September – November)

Guidance: UNC-GA – September
Budget Office – September

Due Dates: To UNC-GA (November)

Type Funding: Receipt-supported state funds

What's Authorized in Request?

- Both resident and nonresident tuition rates may remain at the same level as previous summer or may be increased in a manner consistent with the increases approved for regular-term rates.
- Non-resident rates may vary, on a per credit hour basis, relative to regular term rates, if it is demonstrated that such rates are “market-driven.”
- No restriction on fee increases.

Review Process: Budget Office only

Budget Request Methodology: Word +/- Excel document acceptable

Process: Annual Allocation Budget Process

Purpose: Internal (to UNCW) process for allocation of funds, both permanent and one-time, for the upcoming fiscal year.

Permanent funds come from Enrollment Growth.

One-time funds come from:

- (1) lapsed benefits,
- (2) carry forward from previous year, and
- (3) university-held funding.

Timelines: Developed annually spring – summer (March – June)

Guidance: Budget Office – March / April

Due Dates: To Budget Office - May

Type Funding: State

What's Authorized in Request?

Will vary depending on financial climate for that given year.

For FY 2008-09 a starting point was those items, submitted during the FY 07-08 Annual Allocation and Mid-year cycles that were still not funded, as well as requirements stemming from the UNC Tomorrow report that cannot be funded internally by reallocation of resources.

Review Process: Departments to Deans to Vice Chancellors
Cabinet approval

Budget Request Methodology: Budget Request System

Process: Mid-Year Reviews (State Funds)

Purpose: Internal (to UNCW) process for re-evaluating one-time state funding, based on excess receipts and additional lapsed benefits.

Timelines: Developed annually in winter (November – January)

Guidance: Budget Office - November

Due Dates: To Budget Office - December

Type Funding: State (one-time only)

What's Authorized in Request?

Will vary based on financial climate of fiscal year, and availability of additional resources.

Starting point is often unfunded priorities (set by Vice Chancellors) from annual allocation process.

One-time requests only. No recurring commitments will be authorized.

Review Process: Departments to Deans to Vice Chancellors
Cabinet approval

Budget Request Methodology: Budget Request System

Process: Special Funds Budgets

Purpose: Internal (to UNCW) process for development of annual receipt-supported budgets.

Timelines: Developed annually at two different times:
October – December: Housing, Parking, Food Service, Security
January – May: all others

Guidance: Budget Office
October – Housing, Parking, Food Service, Security
January – all other packages

Due Dates: Housing, Parking, Food Service, Security (December)
All others (May)

Type Funding: Receipts

What's Authorized in Request? Not applicable. Process consists of budget development of receipt-supported budgets.

Review Process: Program Managers to Vice Chancellors
Budget Office review

Budget Request Methodology: Specially-designed Excel files

Process: Mid-Year Reviews (Receipt Funds)

Purpose: Internal (to UNCW) process for review of all special funds budgets (budgeted trusts). Using December 31 data, six-month review of how programs are executing.

Timelines: Developed annually in winter (December – February)

Guidance: Budget Office - January

Due Dates: MYR sessions last week in January – first week in February

Type Funding: Receipts

What's Authorized in Request? Not applicable

Review Process: Program Managers to Vice Chancellors to Budget Office
Budget Office review
CFO approval of Budget Director report

Budget Request Methodology: Specially-designed “Budget Reporting Template”
(Excel)

Process: EPA Salary Increases (BD-119)

Purpose: Process for allocation of EPA salary increases based on legislatively-mandated salary increase percentages.

Timelines: Developed annually in summer – fall (July – September)

Guidance: UNC-General Administration – July (following approval of State Budget)
Budget Office - July

Due Dates: Increases normally in September payroll
(exact dates vary)

Type Funding: State and Non-State

What's Authorized in Request?

Varies depending on legislative language in State Budget Act

For FY 2008-09: Funds provided for faculty / EPA salary increases could be used to reward meritorious performance, as well as market and equity adjustments. No minimum increases required.

Vice Chancellors have discretion in salary increase amounts.

Salary increases greater than 15% AND \$10,000 must get BOG approval.

Review Process: Departments to Deans to Vice Chancellors
Budget Office review
Chancellor approval
Board of Trustees approval (SAO Tier I officers)

Budget Request Methodology: Specially-designed Excel spreadsheets
UNC-GA forms (PA Form 100)
Request for Use of Excess EPA funds memo

Process: SPA Legislative Salary Increases

Purpose: Process for allocation of SPA salary increases based on legislatively-mandated salary increase percentages.

Timelines: Developed annually in summer (July – August)

Guidance: OSBM / OSP – July (following approval of State Budget)
Budget Office – none required

Due Dates: Increases normally in August payroll
(exact dates vary)

Type Funding: State and Non-State

What's Authorized in Request?

Varies depending on legislative language in State Budget Act.

FY 2008-09 eligibility: Employees with permanent, probationary, trainee and time-limited appointments including those in banded classes.

Employees on “leave without pay” do not receive increase until return to employment.

Increase does not apply to employees separated from state service prior to July 1, 2008 or to employees hired effective July 1, 2008 or later.

Employees are eligible for the increases without consideration of performance ratings or disciplinary actions.

Review Process: Handled exclusively within Budget Office, Human Resources and Payroll offices

Budget Request Methodology: not applicable