CENTRAL CONNECTICUT STATE UNIVERSITY
BUDGET CHANGE EXECUTIVE SUMMARY INSTRUCTIONS
FY 2024 BUDGET PROCESS

Timelines:

Each Executive Team Member has until 5 pm on January 25, 2023 to submit requests for consideration. Please direct complete packages to:

- Alicia Bray, UPBC Chair
- Lisa Bucher, Chief Budget & Compliance Officer

The Budget Process calendar assumes that collaboration, discussion and request forms will be utilized in accordance with the applicable timeframes. In addition, to the extent that there is potential overlap with other divisions, please coordinate with that division to eliminate any potential duplication.

The Executive Team Member's final submittal shall represent those proposals which are of the highest priority to advance their division and the University towards achieving our strategic goals.

Expansion Request Form

The Expansion Request Form should be used to request any additional operating funds, even if the item requested is being partially funded via reallocation. The form represents the opportunity to fully describe and justify why additional funding would move the University towards meeting our Strategic Objectives. Each of these requests will be linked to the Budget Request Summary tab.

To complete the Expansion Option Request Form, open the form and double click on the Header to complete the Budget Request #, Budget Request Description, and Contact Name.

As you complete the remainder of the Expansion Option Request Form— requests should:

- Provide sufficient detail to facilitate decision making.
- Be no more than three pages.
- Must tie to the number on the Budget Request Summary tab and should be in numerical priority order.
- Request funding for any new position at the minimum salary of applicable bargaining unit/managerial range available at https://www.ccsu.edu/fiscalaffairs/budget_guidelines.html with the appropriate estimated fringe benefit rate (79% for all employees except for part-time lecturers which should be priced at 40%).

* Please click on this link to obtain the salary ranges for the position(s) being requested and use the minimum of the range. The composite fringe rate to be used is 79%. Be sure to enter the values separately between the salary and fringe amounts.

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FY24 Budget Package Instructions (below): Do not alter the format of the worksheets – enter the information as requested in the instructions.

FY24 Budget Request Summary Instructions: **(represents the list of the Budget Expansion Request Forms you are submitting for consideration)** **Requests for new funding, new positions and/or requested reallocations.**

Add lines as necessary on the worksheet but be careful that the worksheet formulas are producing the correct totals.

(1) **Budget Request # (Priority)** – Populate each request in the order of importance you wish the request to be considered. The priority numbers have already been populated. Add more priority numbers as needed.

(2) **Index** – Enter the Banner index that will be used for the Budget Request.

(3) **Budget Request Description** – Enter the budget request description. This should match the title and number in the "Expansion Option Request Form". Complete the Proposed Expansion Option Request Form for each of the requests (3 Page Limit).

(4) **Budget Request $** – Enter an amount for the estimated cost of the budget request. Use whole dollars.

(5) **Reallocation** – Enter the amount of the reallocation, if applicable, that will be used to fund the budget request. A brief explanation of the funding source for the reallocation must be provided under the "Funding Source for Reallocation" column.

Note: If a position request is being funded with the use of DPS/OE funds and not with the reallocation of other PC# salary savings or vacancy funds, then you will need to fund the position's associated fringes.

(6) **Net Request** – The difference between the "Budget Request $" column and the "Reallocation" column.

An amount placed in the "Budget Request $" column alone on the Budget Request line means that you are requesting an increase in your base budget allocation. An amount placed in the "Budget Request $" **and** "Reallocation" columns on the same Budget Request line means that you are requesting an increase in your base budget allocation for the difference between the "Budget Request $" and "Reallocation" amounts.

(7) **Net Request "Running" Total** – Will automatically calculate a continuous total of the 'Net Request' column after each budget request.

(8) **Funding Source for Reallocation** – Identify how an amount shown in the "Reallocation" column will be funded. Provide a brief explanation.

(9) **2030 Strategic Plan or NECHE Standard** – Identify if this will specifically contribute to a Key Activity in the 2030 Strategic Plan Action Plan (e.g., Goal 1.1.A6) or NECHE Standard (e.g., Standard 7.23).

One-Time-Non-Capital Requests (One-Time Requests ONLY) Instructions:

Fill out the "One-Time Requests ONLY" tab for any FY24 One-Time-Non-Capital Requests that would not be able to be absorbed in your existing base budget allocations for FY 2023.

General Rules:

- One-Time are requests that will be considered if there are fiscal year end savings. These requests should be requests that can be **completed and paid for in the current fiscal year**. Do not include any requests that cover multiple fiscal years (e.g. three-year membership, software purchases, etc.).

- Due to possible tax implications, any Capital Requests for Student Center, Food Service/Dining Halls, Bookstore or Residence Life, should be included under the **One-Time category only**.

Completing the Worksheet:

Add lines as necessary on the worksheet but be careful that the worksheet formulas are producing the correct totals.

(1) **Fiscal Year(s) that request will be received** – These requests should be items that can be purchased, received, and paid for in the current fiscal year if approved.

(2) **Priority** – Rank each request in the order of importance you wish the request to be considered under the "Priority" column. Ranking should be in numerical order starting with 1 being the highest priority. If the requests are not numbered it will be assumed that the sequence of the requests submitted are in priority order.

(3) **Area** – Enter the department that the request is for.

(4) **Description of request** – Enter a brief description of the request.

(5) **# of Items and Cost per Item** – Enter information into these columns for requests that have multiple items (e.g. 10 chairs @ $100 per chair).

(6) **One-Time Request $** – The dollar amount of the request should be placed in this column depending on the item being requested. Refer to the general rules above. If information has been entered the "# of Items" and/or "Cost per Item" columns be sure the total equals the amount entered the "One-Time Request $" column.

(7) **Total Request** – This column will automatically calculate.

(8) **"Running" Total** – Will automatically calculate a continuous total of the 'Total Request' column after each request.

(9) **2030 Strategic Plan or NECHE Standard** – Identify if this will specifically contribute to a Key Activity in the 2030 Strategic Plan Action Plan (e.g., Goal 1.1.A6) or NECHE Standard (e.g., Standard 7.23).

Capital Equipment Requests Instructions

Complete the separate tabs ("Capital Equipment $1,000 +" and "Equipment below $1,000") in the workbook for requests that may be funded with funds other than your Operating Funds. **Include requests for the next 3 fiscal years if applicable (FY24, FY25 & FY26).**

General Rules:

- Equipment is generally defined as costing $1,000 or greater per item with a useful life of 1 year or more. Items which do not meet these criteria or are not equipment (i.e. staffing) will be removed from the request.

- Capital are requests using CSUS 2020 Bond Funds and are more restrictive in nature. If you are in doubt as to whether a request can be categorized as equipment under the "Capital" column, please contact the Purchasing Department (X22531).

- Equipment below $1,000 which requires replacing over the next 3 years (intended to be substantial equipment, not supplies) which does not already have a source of funds.

- Do not include requests for technology type items that cannot be supported by IT.

- Do not include capital equipment requests which are a part of a large-scale construction project (i.e. Engineering Building, Barnard Hall, etc.). There is a separate process for those requests.

Completing the Worksheet:

Add rows as necessary on the worksheet but be careful that the worksheet formulas are producing the correct totals. Please do NOT add columns.

(1) Follow these instructions, which are also at the top of each tab regarding IT or Media Center related requests.

- Existing computers and audio-visual equipment replacements will be requested by IT or the Media Center. If you have a room which has never had the item that you need from this list or are requesting additional technology for a room, contact the following areas:

  > Computers and mobile devices please click this link: **https://itrequests.ccsu.edu** and you may contact Amy Kullgren in IT.

  > Instructor Workstations, projectors, projector screens, Clickshares, televisions, audio systems and other audio visual related equipment please submit this form **https://form.jotform.com/73025596788976** and you may contact Chad Valk in the Media Center.

(2) Fill out each row with the applicable information and use the drop-down boxes where applicable.

(3) There should be 3 years' worth of requests on this workbook. FY24 will populate automatically using the # of Items and Cost per Item columns. Please populate FY25 & FY26 with the total cost in whole dollar amounts for the equipment you are requesting.

(4) Identify if this will specifically contribute to a Key Activity in the 2030 Strategic Plan Action Plan (e.g., Goal 1.1.A6) or NECHE Standard (e.g., Standard 7.23).

(5) Use the drop-down box under the Prioritization of Item column to prioritize your request by "High," "Medium" & "Low".

(6) Use the drop-down box under the Safety Risk column to prioritize your request by "High," "Medium" & "Low".

If there are any questions on the FY24 Budget Request process, please contact the Budget Office at (X22556) or BucherL@ccsu.edu .