**CENTRAL CONNECTICUT STATE UNIVERSITY**

 **FY2020 OPERATING BUDGET**

**FY2020**

**Budget Change Executive Summary Instructions**

This worksheet is a summary presentation of a functional area’s (VP/Chief level) budget request and budget reduction plan.

**Do not** alter the format of the worksheet – enter the information as requested in the instructions.

**FY20 Budget Request Form Instructions –Requests for new funding, new positions and/or requested reallocations.** (Also referred to as the “Above the Line” section of the worksheet.)

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

1. **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 a brief description of the budget request.

Enter the requests in priority order. If the request is in regards to a position, include the Position Control number (PC#) in the “Summary of Impact” column.

1. **Budget Request** – Enter an amount for the estimated cost of the budget request.

Use whole dollars.

1. **Connection to IBM Proposal if applicable** – Enter an amount for the estimated cost of the budget request that is related to a Department that was part of the Integrated Budget Model process if there is a connection. The requested item should be highlighted in Yellow.
2. **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 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 funds then you will also have to fund the position’s associated fringes. Be sure to note the dollar breakdown between the salary and fringe amount.

1. **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” amount.

1. **Net Request “Running” Total** – Will automatically calculate a continuous total of the ‘Net Request’ column after each budget request.
2. **Funding Source for Reallocation** – Identify how an amount shown in the “Reallocation” column will be funded. Provide a brief explanation.

**(10) Alignment with Interim Strategic Plan** - The University’s goals are located on the website <http://www.ccsu.edu/ipc/interimPlan.html>. Identify the goal/s supported by requests. Existing objectives from the former strategic plan were included primarily for the purposes of illustration, but may *also* be listed if applicable. If the request is related to a safety issue, please indicate that.

**(11)** **Summary of Impact** - Provide brief and concise comments regarding the budget request in this column.

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***“Below the line Reductions” Form Instructions: Budget Reduction Plan***

Complete this section by identifying reductions as appropriate to meet the reduction level total as given by the Budget Office.

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

1. **PC#** - If the reduction is in regards to a position, enter the position control number of that position here.
2. **Index** - Enter the Banner index that will be used for the budget reduction noted.
3. **Description** – Enter a brief description of the budget reduction. Enter the (whole) dollar amount for the budget reduction under the appropriate column (PC# Value, Fringes or DPS/OE).

If the budget reduction is in regards to a position enter the amount under the PC# Value column; also provide the position control number and its associated Banner index under the PC# and Index columns respectively. On the same line, multiply the PC# Value column amount by the following fringe rate and enter this amount under the Fringes column:

* Use 30% fringe rate for position savings (i.e. using hiring savings, additional funds from filled PC#s).
* Use 45% fringe rate for vacancy savings.

If the budget reduction is in regards to discretionary personnel services (DPS) or other expenses (OE) enter the amount under the DPS/OE column.

1. **Total** – Total of the columns PC# Value, Fringes and DPS/OE will automatically calculate.
2. **“Running” Total** – Will automatically calculate a continuous total of the ‘Total’ column after each budget reduction.
3. **Priority** - Rank each request in the order of importance you wish the reduction to be considered under the “Priority” column. Ranking should be in numerical order with -1 being the highest priority. For this budget reduction section use the

**-** Prefix for the ranking (e.g. -1, -2, -3). If the requests are not numbered in this manner then it will be assumed that the sequence of the requests submitted are in priority order.

1. **Alignment with Interim Strategic Plan** - The University’s goals are located on the website <http://www.ccsu.edu/ipc/interimPlan.html>. Identify the goal/s supported by requests. Existing objectives from the former strategic plan were included primarily for the purposes of illustration, but may *also* be listed if applicable.
2. **Summary of Impact** - Provide brief and concise comments regarding the budget reduction in this column.

**Vacancies**

A list of vacancies will be included in a separate attachment that shows all authorized full-time positions as of a specific pay period ending date. These vacancies may be used in the “Below the line Reductions” section for the FY 2020 budget reduction plan. Do not use any vacancies that have already been approved for refill or will be requested to be refilled.

**One-Time-Non Capital Requests Instructions**

Use the separate “FY20 One-Time-Non Capital Requests” worksheet for requests that may be funded with One-Time funds.

**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).
* Due to possible tax implications, do not include any Capital Requests for ITBD, Student Center, Food Service/Dining Halls, Bookstore or Residence Life. These requests 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 in this manner then 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 into the “# of Items” and/or “Cost per Item” columns be sure the total equals the amount entered into the “One-Time” column.
7. **Connection to IBM Proposal if applicable** – Enter an amount for the estimated cost of the budget request that is related to a Department that was part of the Integrated Budget Model process if there is a connection. The requested item should be highlighted in Yellow.
8. **Total Request** – This column will automatically calculate.
9. **“Running” Total** - Will automatically calculate a continuous total of the ‘Total Request’ column after each request.

**(10) Primary Strategic Alignment** - Relate each request to a Primary Strategic Alignment by using the drop down box. If it relates to more than 1, please just type them in. The Universities Goals can be found here: <http://www.ccsu.edu/ipc/interimPlan.html>. If the request is related to a safety issue, please indicate that.

**(11) Rationale for Request** – Provide brief and concise comments regarding the request in this column.

**Capital Equipment Requests Instructions**

Use the separate “Capital Equipment Requests” worksheet for requests that may be funded with funds other than your Operating Funds. There are 2 tabs on the worksheet. Equipment over $1,000 and Equipment below $1,000. **Include requests for the next 3 fiscal years (FY20, FY21 & FY22)**

**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 this criteria or are not equipment (i.e. staffing) will be removed from the request.
* Capital are requests using CSUS2020 Bond Funds and are more restrictive in nature. If in doubtas 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 requests that would be considered a project – these requests should be submitted to the Chief Administrative Officer’s Office.

**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 the instructions at the top of each tab regarding IT or Media Center related requests.
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. FY20 will populate automatically using the # of Items and Cost per Item columns. Please populate FY21 & FY22 with the total cost in whole dollar amounts for the equipment you are requesting.
4. Relate each request to a Primary Strategic Alignment by using the drop down box. If it relates to more than 1, please just type them in. The Universities’ Goals can be found here: <http://www.ccsu.edu/ipc/interimPlan.html>
5. Use the drop down box under the Prioritization 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 FY20 Budget Request please contact the Budget Office.

Budget/Budget FY20/Traditional FY20 Budget Process/FY20 Budget Instructions