



Provost Budget Office Support Services

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Objectives for Today

- Who is the Provost Budget Office (PBO) and how do we serve the Provost area?
- Annual budgeting and reconciliation requirements
- HR/Personnel policies
- Operating Budget Cycle
- College Level Budgeting
- Other PBO professional services

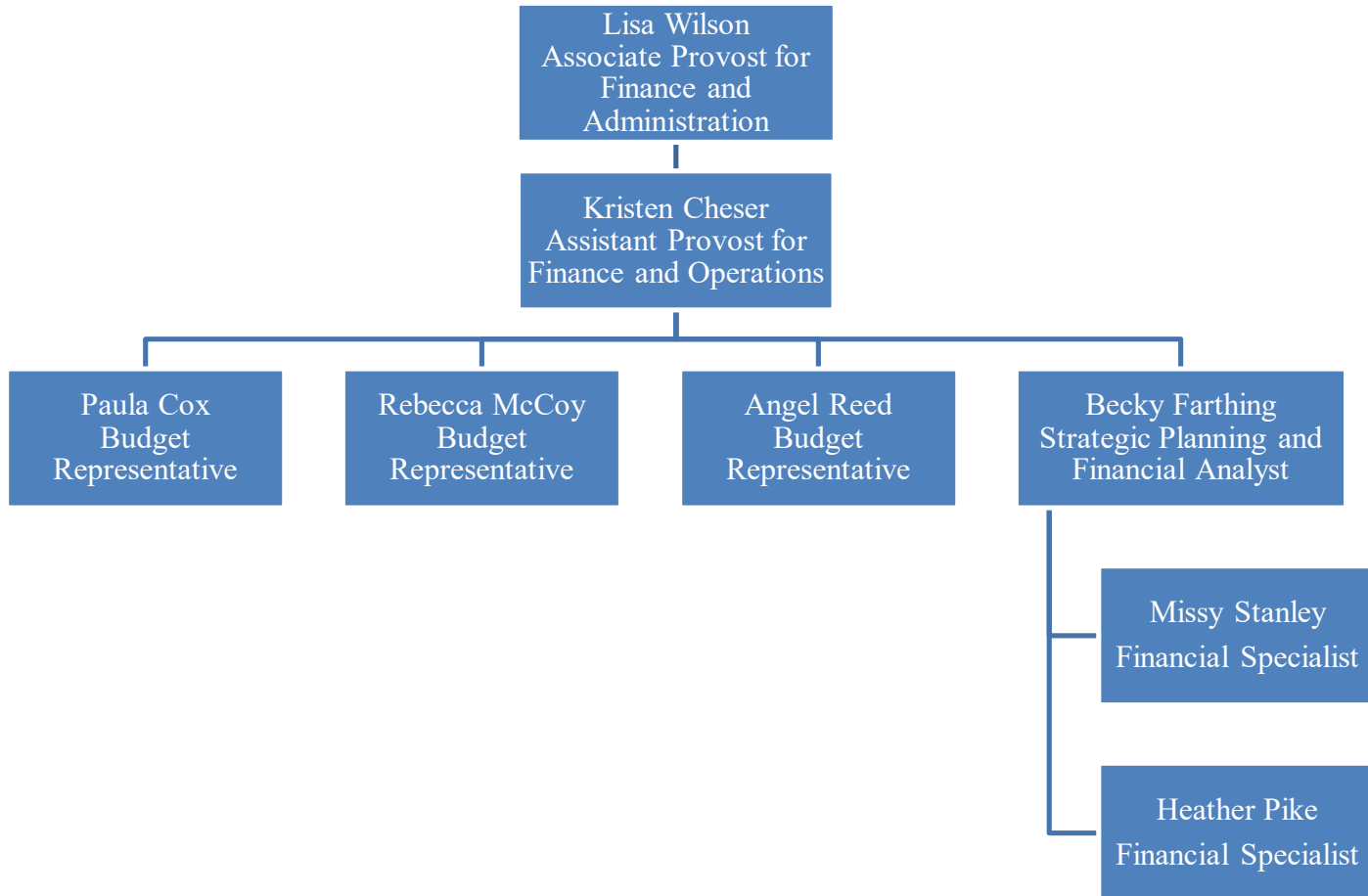


Who is the PBO?

- The Provost Budget Office was created to support and facilitate financial and personnel operations for colleges and units reporting to the Provost
- We are organized with “PBO Representatives” focused on serving college deans and budget officers with one-on-one collaboration
- The College budget officer positions have a dotted line reporting relationship to our office



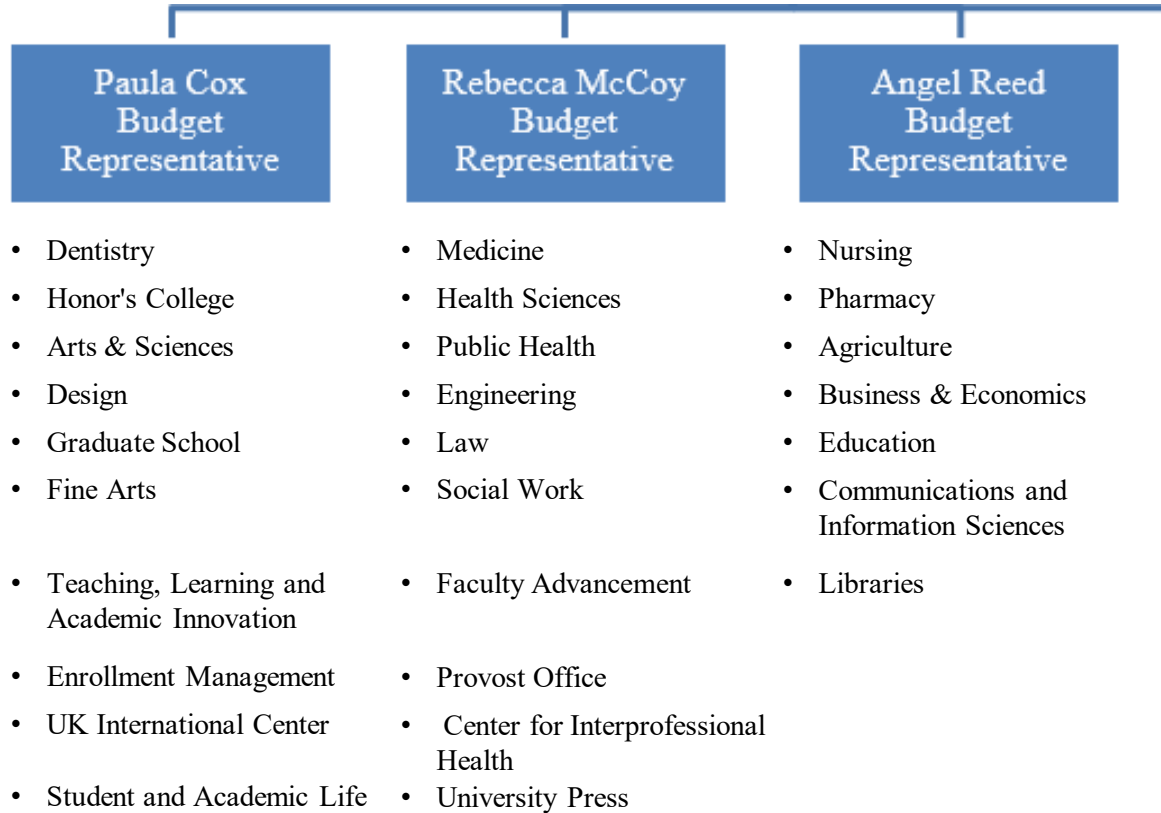
Our Organization





Our Organization

PBO Representatives





Annual Budget and Reconciliation Requirements

- Account reconciliations on all fund sources – monthly basis
- Fund balance projections for current year to track progress – at least quarterly basis
- Fund balance analysis process:
 - Fund sources are handled differently
 - State/Mandated funds flow through President to Provost to colleges
 - Provost tax calculation
 - Currently 6% on state/tuition balances after 3% threshold
 - What is the 3% threshold?



HR/Personnel policies

- Faculty postings
 - Reviewed on Friday of each week
- Faculty base pay changes (i.e., retention)
 - Must be approved by the Provost in writing
 - Workflow through SAP system
- New staff positions
 - Consultation with HR
- Staff reevaluations
 - Budget officer levels
- Mid-year staff salary change requests
- Staff overloads



Operating Budget Cycle

- Budget Timeline
 - Legislative Session – Biennial budget process
 - Administrations decision process
- Budget Calendar
- Budgeting System – Public Budget Formulation (PBF)
 - Access
 - Training by University Budget Office
 - Support by PBO



Operating Budget Cycle

- Budget Process Major Steps
 - Recurring base is frozen mid January
 - Income estimates
 - Development of the budget document for Board of Trustees
 - Salary proposal process
 - Faculty salary plans
 - Merit distribution
 - Recurring base sheet adjustments
 - Unit budget balancing
 - Program Impact Statements – memo from dean to Provost which describes new program emphases, reallocations within the college and the relationship between the new year budget to the universities Strategic Plan



Operating Budget Cycle College Process

- College Process Major Steps
 - Make all adjustments to positions prior to January freeze date
 - Complete all Recurring Budget Transfers by deadline in January
 - Make adjustments to salary base development for use in raise pool calculations
 - Prepare faculty promotion list
 - Prepare budget estimates for new year (Income, Restricted, Fixed Price, etc) mid-March, key all entries in budget software
 - Prepare Projected Fund Balance Analysis, Income explanation spreadsheet, Course fee requests, Budget Book narrative in April
 - Prepare Program Impact Statements, Faculty Salary Plans, Service Center Rate Sheets in May/June



Operating Budget Cycle College Process

- College Process Major Steps
 - How the College develops the base budget may vary across Colleges
 - Most use a database or spreadsheet to build out the overall college budget, which then must be keyed into the University budgeting software
 - The overall College budget generally consists of primarily faculty and staff salaries
 - Until the raise pool is determined the budget cannot be finalized
 - There is generally a very short window to make these determinations and then all salaries must be keyed in the system by the deadline



Operating Budget Cycle College/Department Process

- College/Department Process Major Steps
 - The College works with each department during the budget process to determine new year salaries for faculty & staff and department budgets
 - This process will vary by college and depend on many factors
 - Typically departments will have a recurring budget that consists of mainly faculty & staff salaries & benefits, TA stipends, and some recurring operating costs (Managed print, CNS fees, etc)
 - There will also be nonrecurring costs each year that will need to be covered and the College will work with the Departments to determine these costs and what fund source(s) will be used
 - For the budget process and all other financial/HR processes the College serves as the first step for the Department and facilitates information to the PBO, as well as seeks their guidance when needed



Other PBO Services

- Tuition Modeling
- Business plan development
 - Enrollment Growth
 - New Program development
 - Residency mix shifts
 - Tuition Pricing Differentials
 - Etc.
- Data analysis and modeling



Questions?