



# BUDGET BOOTCAMP 2.0

Presented by  
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# Topics of Today

- UCC budget webpage
- Budget adjustment request form
- HelpDesk for budget
- How to run and read a budget query
- Forecasting Revenue
- Calculating Fringe
- Timeline
- Resource Allocation & Strategic Priorities
- Your part & my part
- Projections





# Budget Query Columns

- Adopted Budget – Budget as it was adopted by the Board
- Budget Adjustment – Adjustments that have been made to the budget
- **Adjusted Budget** – Current budget as it is appropriated after any adjustments made in the Budget Department as requested by the department
- Temporary Budget – Not used
- Accounted Budget – Not used
- **Year to date** – Actual charges that have posted to the budget during current fiscal year
- **Encumbrances**, Reservations & Commitments – Purchase orders that have been generated and approved but not yet paid
- **Available Balance** – Budget minus year to date and encumbrances





# Query Parameters

- Use
  - Adjusted Budget
  - Year to date
  - Encumbrances
  - Available Balance
- Fiscal Year: 2020 (July 1, 2019 – June 30, 2020)
- Fiscal Period: 14
- Comparison fiscal year & period: None
- Commitment Type: All
- Chart of Accounts: U
- Program: Remove to see revenue in budgets
- Accounts
  - Beginning with 5 are revenue accounts
  - Beginning with 6 are labor and fringe
  - Beginning 71-74 are Materials & Services
    - Can be used in any combination as long as appropriated total is not overspent
  - Beginning 76 are Capital
    - Single items purchased that are \$5,000 or more





# Forecasting Fee Revenue

- Academic Scheduler (Cathy Chapman) attaches fees to courses/credits.
- Accountant – Student Accounts (Linda Vellines) sets up detail code that ensures the fee gets to the correct budget. Student specific fees (special testing, housing, etc.) are added here as well.
- If you have a new Board approved fee or change to a fee, be sure to notify the two listed above so that the necessary changes are made.
- To project revenue, estimate number of students to be enrolled in a course and multiply by the course or credit fee.
- Review actuals from the last few years and determine if revenue has increased, decreased, or remained flat. Calculate projected revenue using a formula from the information you reviewed.
- If you anticipate an increase or decrease, calculate based on that.
- Be sure to not overspend your actual revenue as the budget is just an estimate.





# Calculating Fringe

- Medical – Set amount in bargaining agreements
  - Full time employees only
    - \$1,330 per month (\$15,960 annually), or \$1,380 per month (\$16,560 annually) for Classified who have an annual wage of less than \$36,000
- FICA – % of wages
  - Social Security 6.2%
  - Medicare 1.45%
- SAIF (Worker’s Comp) – % of wages
  - 0.8%
- PERS – % of wages
  - Tier 1 – 23.15%
  - Tier 2 – 17.15%
  - Tier 3 – 11.06%
    - Part time are calculated at Tier 3. We must pay PERS on any part time employee who works 600 or more hours per year. Those hours do not all have to be at UCC. If they also work at another school district, county, state, or federal agency, they are eligible. We budget PERS on all PT because we do not know until end of year if we have to pay PERS or not. If we do not budget PERS, we can end up with major budget issues.
- Life Insurance – Annual set amount
  - \$50 per year for full time employees
- Long Term Disability - % of wages
  - .21% for Administrative and Exempt employees only





# Budget Timeline

- Full version available on budget webpage
- Budget process will begin in October with 3 weeks for each level to complete worksheets
- First draft complete early January for SLT review; adjustments may be made by SLT and deans/directors after strategic priorities set
- Budget finalized in February
- External Budget Committee meeting in March
- Public Hearing in April
- Adoption in May
- Process review and budget load in June



# Resource Allocation & Strategic Priorities

- Strategic Planning Oversight Committee (SPOC) works to develop the strategic priorities
- Departments who “own” the SPs must assess the indicators and intended outcomes to determine if resources outside of standard operations are needed; make resource request if needed
- Senior Leadership Team reviews the requests and determines the resources that will be allocated
- Resource Allocation Subcommittee (RAS) tracks the spending and progress of priorities by meeting with departments **(PENDING)**
- Institutional Effectiveness Council (IEC) assists in ensuring that the resource allocation is in alignment with the strategic plan and priorities by receiving reports from RAS **(PENDING)**





# Your part in the process...

- Complete budget worksheets as accurately as possible
  - Instructional budgets will require an instructional plan for each department. This will include both FT and PT faculty and course/ILC loads for the full 2020-21 academic year.
  - You must budget all part time, overtime, student employees, overload, etc. I will ONLY provide full time and fringe calculations.
  - List contracted services, fees/dues, anticipated travel/trainings, part time labor, etc. in the notes section.
- Complete the new information form
  - Program, department, division and office levels
- Complete the Strategic Plan/Priority Resource Request form
  - If you are asking for resources in support of a strategic priority you are tasked with, do not include that in your worksheets. All resource requests need to be on this form
- Properly manage your budgets throughout the year
- Be prepared to report back on strategic plan and priority progress as it relates to resource allocation





# My part in the process...

- Provide all the information and assistance you need to be successful in completing your budget worksheets, strategic priority resource allocation requests and information forms
- I do not, nor will I, make any adjustments to your budget requests UNLESS you or SLT tell me to
  - EXCEPTION: Adjustments for contractual labor and benefit negotiations may be made





# FY21-23 Projections





Thank you!

