



Budget Preparation Manual

FY 2017-18

January 2017

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Introduction

Purpose

The purpose of this manual is to assist departments/offices and divisions in the preparation of the following budget requests:

- E&G General Fund operating and capital equipment (non-academic enhancement funded)
- E&G Special Program, E&G Self-Supporting and Auxiliary revenue, salary and benefits, operating, and capital
- Academic Enhancement-department/college
- Academic Enhancement-department/college equipment replacement and project (replaces academic equipment requests)
- Presidential Strategic Planning Grants
- E&G Graduate Assistantship
- E&G Student Employment

Budget preparation, like planning, is a multi-level, bi-directional process involving communication from the President, Vice Presidents, Deans, Directors, and Chairs. Ultimately, financial management is decentralized to managers who are held accountable. Budget requests should be based on divisional priorities that are consistent with approved University strategic initiatives and goals. This manual will detail how and when communication should take place in order to arrive at budgets that support unit activities and processes, the strategic plan, and overall University operations for the upcoming fiscal year.

Strategic Plan: Impact 2015 Extended to 2017

Impact 2015 Extended to 2017 (<http://www.bloomu.edu/strategic>) continues to provide a plan for institutional priorities and resource allocation. Per Strategic Issue 2: Achieving Excellence While Ensuring Fiscal Sustainability, the University has committed to:

- *Identify, examine, align, and allocate resources to meet institutional priorities.*

As part of the annual budget process, the Vice Presidents and Deans are responsible for working with campus constituencies to carry out this initiative.

Given the imminent conclusion of the current strategic plan, *Impact 2015 Extended to 2017*, and the presidential transition that will occur in the FY 2017-18, no funding will be allocated in FY 2017-18 for the President's Strategic Planning Grant program.

Challenges

The University continues to face several key ongoing challenges that affect its ability to develop and sustain a balanced budget. The most significant challenges are centered on enrollment, increases in fixed personnel costs (salaries and benefits), and funding for facilities renewal. In addition, while the State System received increases in state appropriation the last two fiscal years, the setting of state appropriation remains volatile, which affects the ability to plan effectively and accurately.

Governor Wolf is expected to deliver his FY 2017-18 budget address on February 7, 2017. Passage of the budget by the General Assembly usually occurs by the end of June. However, there is speculation, based on the size of Pennsylvania's FY 2016-17 budget shortfall, that FY 2017-18 will be another difficult budget year. Therefore, it is unknown what, if any, legislative action will be taken in June 2017. Although the FY 2017-18 State System budget request, as submitted by the Board of Governors to the Commonwealth, includes a \$61.0M increase in state appropriation to help close a projected system-wide funding gap of \$79.1 million, this is unlikely to be enacted. As the institution deals with this uncertainty and other challenges outlined above, the process for developing budgets will need to be flexible and subject to timely revision based on information received throughout the current year. As information becomes more concrete, updates will be communicated.

The Process

Initial E&G Budget Submission (BUDRPT18) and Updated Scenarios

The initial E&G budget for FY 2017-18 (also known as “BUDRPT18”), highlighted below, was submitted to the State System on September 2, 2016. This budget was part of a [BUDRPT submission](#) which included figures for the fiscal year just completed (FY 2015-16), the current fiscal year (FY 2016-17), and the budget request year (FY 2017-18). The following salient assumptions, most of which are required by the State System as part of the budget submission process, were used for FY 2017-18:

- 1.8% annualized FTE enrollment decrease
- 0.0% tuition increase
- 0.0% increases for the following fees which comprise the majority of the E&G fee revenue: Technology Tuition, Academic Enhancement, and Student Success
- Full complement (assumes all vacancies will be filled); salary/wage and benefit increase assumptions align with State System assumptions which include a **0.0% increase for salaries and wages for all units with the exception of AFSCME (at the time of the initial budget submission, AFSCME had entered into a tentative agreement through FY 2018-19; AFSCME increases = 1.13% (Steps) and 2.69% (GPI)) and significant increases for healthcare (3.96%-6%) and retirement benefits (0%-9.15%).**
- No significant changes to E&G base operating/capital budgets
- Other known or anticipated services/supplies and capital expenditure budgets adjusted as appropriate (i.e. new BU Academic Excellence Scholarship program approved by the COT in November 2014, SEM initiative (RNL), target marketing efforts/website upgrade, etc.)
- CPI increase included (1.8%), where appropriate, for non-E&G base operating/capital budgets

FY 2017-18 INITIAL E&G BUDGET SUBMISSION (BUDRPT18; September 2, 2016)

Revenue/Sources	ACTUAL		BUDGET		
	Prior Year FY 2015/16	Current Year FY 2016/17	Percent Change	Request Year FY 2017/18	Percent Change
Tuition	\$80,735,358	\$81,128,653	0.5%	\$79,822,944	-1.6%
Fees	17,022,536	22,208,768	30.5%	22,129,366	-0.4%
State Appropriation ¹	34,570,003	35,885,890	3.8%	35,885,890	0.0%
All Other Revenue	4,990,389	4,865,532	-2.5%	4,900,039	0.7%
Planned Use of Carryforward ²	3,769,261	3,358,364	-10.9%	1,433,384	-57.3%
Total Revenue/Sources	\$141,087,547	\$147,447,207	4.5%	\$144,171,623	-2.2%
Expenditures and Transfers					
Compensation Summary:					
Salaries and Wages	\$69,759,629	\$71,099,380	1.9%	\$72,057,453	1.3%
Benefits	34,693,395	37,498,133	8.1%	39,872,341	6.3%
Subtotal, Compensation	\$104,453,024	\$108,597,513	4.0%	\$111,929,794	3.1%
Student Financial Aid ³	2,484,466	2,714,229	9.2%	2,917,355	7.5%
Utilities	2,522,786	2,513,051	-0.4%	2,601,008	3.5%
Other Services and Supplies	20,042,114	26,389,629	31.7%	23,875,369	-9.5%
Subtotal, All Services and Supplies	\$25,049,366	\$31,616,909		\$29,393,732	
Capital Expenditures and Transfers	5,871,144	7,232,785	23.2%	5,512,624	-23.8%
Total Expenditures and Transfers	\$135,373,534	\$147,447,207	8.9%	\$146,836,150	-0.4%
Revenue/Sources Less Expenditures/Transfers	\$5,714,013	\$0		(\$2,664,527)	

¹ Performance funding portion is estimated for FY 2016-17 and FY 2017-18.

² FY 2015-16 includes actual use of carryforward for various initiatives; FY 2016-17 includes a \$2,320,161 projected E&G General fund surplus which offsets \$5,678,525 in planned use of carryforward for various initiatives; \$3,358,364 total; FY 2017-18 includes only planned use of carryforward for various initiatives.

³ Includes \$1,101,983 and \$1,259,209 of institutional scholarship funding for FY 2016-17 and FY 2017-18, respectively. Institutional scholarship funding is primarily comprised of the following scholarship programs: BU Academic Excellence, Professional Experience Grants (PEGS), Verizon/Integra Retention Grants, ACT 101/EOP Summer.

The resulting projected deficit for FY 2017-18, \$2.7 million, resides in the E&G General Fund. All other E&G funds (special programs and self-supporting) are balanced.

Subsequent to the initial E&G budget submission (BUDRTP18), agreements were reached with the Faculty, Coaches, SCUPA, OPEIU, and SPFPA units. The Board of Governors also approved merit-based increases for

non-represented personnel. The estimated fiscal impact of these actions to the FY 2017-18 E&G General Fund budget, as initially submitted in September 2016, is outlined below:

E&G General Fund	FY 2017-18
Projected Surplus/(Deficit)-Pre APSCUF, Coaches, SCUPA, OPEIU, and SPFPA, Non-Rep Agreements	\$ (2,664,527)
APSCUF-Estimated Compensation and Related Social Security/Retirement Benefits ¹	(3,029,127)
APSCUF-Estimated Healthcare Savings ¹	743,000
Coaches-Estimated Compensation and Related Social Security/Retirement Benefits ¹	(106,541)
Coaches-Estimated Healthcare Savings ¹	33,323
SCUPA-Estimated Compensation and Related Social Security/Retirement Benefits ¹	(234,856)
SCUPA-Healthcare Increase ¹	(27,459)
OPEIU-Compensation and Related Social Security/Retirement Benefits ¹	(7,826)
SPFPA-Estimated Wage Reopener of FY 2016-17 Pay Component ¹	(35,863)
Non-Rep-Compensation and Related Social Security/Retirement Benefits	(156,481)
Estimated Projected Surplus/(Deficit)-Post APSCUF, Coach, SCUPA, OPEIU, SPFPA, Non-Rep Agmts	\$ (5,486,357)

Informational Items:

FY 2017-18 Appropriation Increase Estimate (Based on BOG Request-13.7% Increase) ²	\$ 4,965,701
FY 2017-18 Appropriation Increase Estimate (Based on FY 2015-16 Increase-5%) ²	\$ 1,812,300
FY 2017-18 Appropriation Increase Estimate (Based on FY 2016-17 Increase-2.5%) ²	\$ 906,150
FY 2017-18-Value of a 1% Tuition Increase (assuming no changes in enrollment)	\$ 756,114

¹ Source-Estimated Fiscal Impact Detail: PASSHE

² Based on FY 2016-17 state appropriation and final performance funding award

Based on trends in appropriation and tuition increases, it is likely that the institution will need to address a portion of the \$5.5 million estimated FY 2017-18 E&G General Fund budget deficit through cost reductions and/or revenue increases. While modest increases to appropriation and tuition will help shrink the estimated \$5.5 million estimated funding gap, it is not likely to close it.

Long-term budget improvement initiatives (primarily focused on salary and benefits and enrollment increases), as outlined below, will need to continue:

- Ongoing faculty, staff, and administration workforce planning and program cost review
- Personnel cost improvement initiatives
- Support programs review and prioritization
- Strategic enrollment planning project (RNL engagement)

While the E&G General Fund institutional reserve provides a short-term alternative to help close the gap while the institution continues to work on the long-term budget improvement initiatives outlined above, it is not a long-term, sustainable solution.

As new and updated information related to the FY 2017-18 E&G budget becomes available, it will be built into the Spring 2017 E&G budget briefing which will be delivered in March/April 2017.

**E&G General Fund Operating and Capital Equipment (Non-Academic Enhancement Funded)
Line Item Budget Requests**

Initially, base budgets will be distributed to divisions at the same levels as FY 2016-2017. Each Vice President and Assistant Vice President/Dean/Director may reallocate funds within his/her division/area so that resources are appropriately aligned with budget need. If, after the initial base budgets are distributed, it becomes clear that there will be significant changes to revenue and/or expenditures projections, these budgets will be subject to change.

Budget steps and timeline subject to revision pending updates from the State System and/or the Commonwealth. Changes, if any, will be communicated as soon as known.

Budget Step	Timeline
1. President sends FY17/18 budget preparation letter to Executive Staff	January 2017
2. Budget office sends request for computer services and telecommunication budgets to Assistant Vice President Technology & Library Services	January 2017
3. Budget office distributes FY17/18 Budget Preparation Manual	January 2017
4. Vice Presidents meet with Assistant Vice Presidents, Deans and/or Directors to set guidelines for development of departmental budgets	January 2017
5. Computer services and telecommunication budgets due to Budget office from Assistant Vice President Technology & Library Services	February 3, 2017
6. Budget office sends operating and capital line item budget requests to President and Vice Presidents for distribution to Assistant Vice Presidents, Deans, and Directors, as appropriate	February 14, 2017
7. Academic Department Heads and Directors submit operating and capital line item budget requests to Deans and Vice Presidents, as appropriate	March 6, 2017
8. Deans and Vice Presidents review operating and capital line item budget requests with Academic Department Heads and Directors and make adjustments and reallocations, as appropriate	March 6-13, 2017
9. Final operating and capital line item budget requests due to Vice Presidents for approval	March 13, 2017
10. Approved operating and capital line item budgets due to the Budget office	March 24, 2017
11. Budget office sends request for utilities budget to Assistant Vice President for Facilities Management	April 2017
12. Utilities budget due to Budget office from Assistant Vice President for Facilities Management	May 19, 2017
13. Budget office notifies budget holders of approved operating and capital line item budgets	June 23, 2017
14. FY17/18 budgets available in SAP	July 1, 2017

E&G Special Programs, E&G Self-Supporting, and Auxiliary Budget Requests

Budget steps and timeline subject to revision pending updates from the State System and/or the Commonwealth. Changes, if any, will be communicated as soon as known.

Budget Step	Timeline
1. President sends FY17/18 budget preparation letter to Executive Staff	January 2017
2. Budget office distributes FY17/18 Budget Preparation Manual	January 2017
3. Vice Presidents meet with Assistant Vice Presidents, Deans, and/or Directors, as appropriate, to set guidelines for development of budgets	January 2017
4. Budget office sends budget requests to Vice Presidents and Deans with a copy to Academic Department Heads, Assistant Vice Presidents, and Directors, as appropriate	February 14, 2017
5. Vice Presidents and Deans review budget requests with Assistant Vice Presidents, Academic Department Heads, and Directors, as appropriate, and make adjustments and reallocations as necessary	March 6-13, 2017
6. Final budget requests due to Vice Presidents for approval	March 13, 2017
7. Approved budgets due to the Budget Office	March 17, 2017
8. Budget office notifies budget holders of approved budgets	June 23, 2017
9. FY17/18 budgets available in SAP	July 1, 2017

Academic Enhancement Department/College Line Item Budget Requests

Budget steps and timeline subject to revision pending updates from the State System and/or the Commonwealth. Changes, if any, will be communicated as soon as known.

Budget Step	Timeline
1. President sends FY17/18 budget preparation letter to Executive Staff	January 2017
2. Budget office distributes FY17/18 Budget Preparation Manual	January 2017
3. Vice Presidents meet with Assistant Vice Presidents, Deans, and/or Directors, as appropriate, to set guidelines for development of budgets	January 2017
4. Budget office sends academic enhancement line item budget requests to Vice Presidents and Executive Assistant to the Provost for distribution to Assistant Vice Presidents, Deans, and Directors, as appropriate	February 14, 2017
5. Academic Department Heads and Directors return academic enhancement line item budget requests to Executive Assistant to the Provost, Deans, Assistant Vice Presidents, and Vice Presidents, as appropriate	March 6, 2017
6. Executive Assistant to the Provost, Deans, Assistant Vice Presidents, and Vice Presidents review academic enhancement line item budget requests with Academic Department Heads and Directors and make adjustments and reallocations, as appropriate	March 6-13, 2017
7. Final academic enhancement line item budget requests due to Vice Presidents for approval	March 13, 2017
8. Approved academic enhancement line item budgets due to the Budget office	April 3, 2017
9. Preliminary FY17/18 budgets available in SAP	July 1, 2017
10. Executive Assistant to the Provost and the Budget office finalize academic enhancement budgets	July 3 – August 7, 2017

Academic Enhancement Department/College Equipment Replacement and Project Requests

Budget steps and timeline subject to revision pending updates from the State System and/or the Commonwealth. Changes, if any, will be communicated as soon as known.

Budget Step	Timeline
1. President sends FY17/18 budget preparation letter to Executive Staff	January 2017
2. Budget office distributes FY17/18 Budget Preparation Manual	January 2017
3. Executive Assistant to the Provost meets with Assistant Vice President, Deans, and/or Directors, as appropriate, to set guidelines for development of budgets	January 2017
4. Executive Assistant to the Provost sends out the call for academic enhancement equipment replacement and project requests to Assistant Vice President, Deans, and Directors, as appropriate	January 2017
5. Academic Department Heads, Directors, and Assistant Vice President submit academic enhancement equipment replacement and project requests to Deans, Executive Assistant to the Provost, and Provost/Vice President of Academic Affairs, as appropriate (Reference Appendices A and B)	March 13, 2017
6. Deans, Executive Assistant to the Provost, and Provost/Vice President of Academic Affairs review Academic enhancement equipment replacement and project requests with Academic Department Heads, Directors, and Assistant Vice President and make adjustments, as appropriate	March 13-17, 2017
7. Final academic enhancement equipment replacement and project requests due to Executive Assistant to the Provost for approval	March 17, 2017
8. Executive Assistant to the Provost notifies Assistant Vice President, Deans, and Directors of approved academic enhancement equipment replacement and projects	April – May 2017
9. Executive Assistant to the Provost transfers budget to department/office funds center. Preliminary equipment replacement and project line item budgets available in SAP	August 18, 2017
10. Executive Assistant to the Provost finalizes academic enhancement equipment replacement and project budgets	August 18, 2017

E&G Graduate Assistantship Budget Request

(Note: Reference Appendix C for Flow Chart)

Budget steps and timeline subject to revision pending updates from the State System and/or the Commonwealth. Changes, if any, will be communicated as soon as known.

Budget Step	Timeline
1. Graduate Studies office sends request for Graduate Assistantships to President, Vice Presidents, and Deans	October 2016
2. Department/office submits GA Request form to Graduate Studies office	November 11, 2016
3. Budget office notifies Graduate Studies office of base funding pools for academic and non-academic graduate assistantships (GA) – waiver and stipend	November 2016
4. Graduate Studies office notifies department/office if position is appropriate for GA and if position will receive any funding from GA base pool budget	February 3, 2017
5. Department/office identifies alternate funding options if the position is not funded from GA base pool budget - based on notification from Graduate Studies office - see #4 above. Possible funding options include: <ul style="list-style-type: none"> • Use of department/office E&G and/or Academic Enhancement operating budget • Use of Dean/Director, Vice Provost, Vice President, or President residual carryforward reserves or re-allocation of funds within the college or division, etc. • Reallocation of Academic Enhancement department/office operating budgets • External funding sources 	<p>March 13, 2017</p> <p>March 13, 2017</p> <p>March 13, 2017</p> <p>April 28, 2017</p>
6. Department/office submits “GA Alternate Funding Source for Stipend and/or Waiver” form to Graduate Studies office if the position is not funded from GA base pool budget - based on notification from Graduate Studies office – see #4 above (Reference Appendix D)	May 1, 2017
7. FY17/18 budget available in SAP in Graduate Studies funds center	July 1, 2017
8. Graduate Studies office transfers budget for stipend and waiver to department/office funds center for portion of GA funded by GA base pool budget. Transfer for waiver is estimated based on in-state tuition	On or after July 1, 2017
9. Graduate Studies office sends list of GA students and alternate funding sources to Budget office	September 11, 2017
10. Graduate Studies or Budget office transfers budget to department/office funds center for portion of GA funded by alternate source (non-GA base pool budget). Reference #6 above. Transfer for waiver is estimated based on in-state tuition	On or after September 11, 2017

11. Graduate Studies or Budget office transfers additional budget for waiver, as necessary. If appointments are for non-resident students, the additional waiver expense will be funded by alternate source (non-GA base pool budget). Reference #6 above	As Needed
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E&G Student Employment Budget Requests

Budget steps and timeline subject to revision pending updates from the State System and/or the Commonwealth. Changes, if any, will be communicated as soon as known.

Budget Step	Timeline
1. President and Vice Presidents determine amount of state and federal work study funds available in total and by division	April 17, 2017
2. Budget office sends request for budget allocation by funds center to President and Vice Presidents for distribution to Deans, Assistant Vice Presidents, and Directors, as appropriate	April 24, 2017
3. Approved budgets allocated by funds center due to the Budget office	June 16, 2017
4. FY17/18 budget available in SAP	July 1, 2017

E&G General Fund Residual Budget Carryforward Program

All remaining operating or capital funds in departmental budgets at the conclusion of FY 2016-2017 will be carried forward divisionally to “*residual budget carryforward*” funds centers which will be under the control of Deans/Directors (academic departments) and Vice Presidents (non-academic departments). Funds will be carried forward to the budget reserve commitment items, 902-Operating Expense Reserves and 903-Capital Expense Reserves, as appropriate, within these funds centers. Transfers from these reserves will be controlled at the Dean/Director and Vice President level and made only after requests have been reviewed and approved by the appropriate Dean/Director and/or Vice President. All requests for these funds need to include detailed plans for use and be consistent with the strategic plan. The intended use of the funds, to the extent they are reserved for specific one-time purposes (i.e. strategic initiatives, capital equipment replacement, seed-money for start-up programs, etc.), must be included on financial reports (FINRPT and BUDRPT) that will be submitted to the Chancellor’s office. The Budget office will request this data from each division. Use of these funds to meet ongoing costs is discouraged and should be avoided. Such use may be permitted as a short-term solution as units work to adjust their cost structure.

The amount of remaining operating or capital funds will be determined after the accounting and budget offices have completed the fiscal year end closing process. Definitive timelines will be issued in July upon receipt of State System reporting deadlines.

Carryforward Process	Timeline
1. Budget office delivers reports to President, Vice Presidents, and Deans/Directors showing available balances for funds that will carryforward for their division (Reference Appendix E)	Quarterly beginning October 2016
2. Budget office sends carryforward template requests to President, Vice Presidents, and Deans/Directors (Reference Appendix F)	Approximately July 14, 2017
3. Final carryforward templates due to Budget office	Approximately July 21, 2017
4. Carryforward of FY16/17 open commitments (purchase requisitions, purchase orders, and funds reservations) and associated budgets to FY17/18	Beginning approximately July 22, 2017
5. Carryforward of FY16/17 residual budget to FY17/18	Beginning approximately August 12, 2017

E&G Special Programs, E&G Self-Supporting, and Auxiliary Carryforward Program

Any remaining funds at the conclusion of FY 2016-2017 will be carried forward at 100% within the special programs, self-supporting and auxiliary funds centers. Use of E&G carryforward balances will be monitored.

Carryforward Process	Timeline
1. Budget office sends carryforward template requests, as necessary, for E&G funds with large balances to be carried forward (Reference Appendix F)	Approximately July 14, 2017
2. Final carryforward templates due to Budget office	Approximately July 21, 2017
3. Carryforward of FY16/17 open commitments (purchase requisitions, purchase orders, and funds reservations) and associated budgets to FY17/18	Beginning approximately July 22, 2017
4. Carryforward of FY16/17 residual budget to FY17/18	Beginning approximately August 12, 2017

Academic Enhancement Carryforward Program

Any remaining funds in the Academic Enhancement funds centers at the conclusion of FY 2016-2017 will be carried forward divisionally to “*AE residual budget carryforward*” funds centers which will be under the control of the Vice Presidents. (Note: There are a few exceptions where funds will be carried forward at 100% within the same Academic Enhancement funds center.) Funds will be carried forward to the budget reserve commitment items, 901-Personnel Expense Reserves, 902-Operating Expense Reserves, and 903-Capital Expense Reserves, as appropriate. Transfers from these reserves will be controlled at the Vice President level and made only after requests have been reviewed and approved by the appropriate Vice President. All requests for these funds need to include detailed plans for use and be consistent with the strategic plan. The intended use of the funds, to the extent they are reserved for specific one-time purposes (i.e. strategic initiatives, capital equipment replacement, seed-money for start-up programs, etc.), must be included on financial reports (FINRPT and BUDRPT) that will be submitted to the Chancellor’s office. The Budget office will request this data from each division. Use of these funds to meet ongoing costs is discouraged and should be avoided. Such use may be permitted as a short-term solution as units work to adjust their cost structure.

The amount of remaining operating or capital funds will be determined after the accounting and budget offices have completed the fiscal year end closing process. Definitive timelines will be issued in July upon receipt of State System reporting deadlines.

Carryforward Process	Timeline
1. Budget office delivers reports to Vice Presidents showing available balances for funds that will carryforward for their division (Reference Appendix E)	Quarterly beginning October 2016
2. Budget office sends carryforward template requests to Vice Presidents (Reference Appendix F)	Approximately July 14, 2017
3. Final carryforward templates due to Budget office	Approximately July 21, 2017
4. Carryforward of FY16/17 open commitments (purchase requisitions, purchase orders, and funds reservations) and associated budgets to FY17/18	Beginning approximately July 22, 2017
5. Carryforward of FY16/17 residual budget to FY17/18	Beginning approximately August 12, 2017

Definitions

E&G General Fund-Funds Centers that start with “1011”.

E&G Special Program-Funds Centers that start with “1012”.

E&G Self-Supporting-Funds Centers that start with “1013”.

Academic Enhancement-Funds Centers that start with “1013” in Fund 1013010000.

Auxiliary-Funds Centers that start with “1021-1024”.

Please contact Barbara Meyer-x4029 or Audra Halye-x4600 with questions.

Appendices

APPENDIX A - Academic Enhancement Equipment Replacement Form

ACADEMIC ENHANCEMENT EQUIPMENT REPLACEMENT – FY 2017-18

Requests for the replacement of classroom/lab equipment should be submitted on the form below to
Amy Osborne, Provost's Office, Carver Hall after Chair and Dean/Director approval.

*Multiple items may be submitted in prioritized list form

Deadline: March 13, 2017



**QUOTES SHOULD BE ACCURATE AND INCLUDE NECESSARY SUPPLEMENTAL ITEMS
SUCH AS MAINTENANCE AGREEMENTS, CABLES, ADAPTERS, ETC.**

College/Unit:	
Department:	
Academic Enhancement Fund Center (if established):	Commitment Item:
Requestor:	
Academic Year:	
<input type="checkbox"/> Technology needs have been addressed (if appropriate) <input type="checkbox"/> Duplication check	
Have you also applied elsewhere for funding for this item? <input type="checkbox"/> No <input type="checkbox"/> Yes (Explain)	
Name and description of item:	
Purpose (course/lab/research, etc):	
What does this item replace?	
What is the anticipated life span?	
Budget (please attach quotes):	
Requestor Signature:	Date:
Department Chair Approval:	Date:
College Dean/Director Approval:	Date:
Provost Approval:	Date:
Additional Comments/Information:	

NOTE: If approved, completion of a budget template may be required.

AO 11-25-15 – Academic Affairs

APPENDIX B - Academic Enhancement Project Request Form

ACADEMIC ENHANCEMENT PROJECT REQUEST – FY 2017-18

Proposals for academic enhancement projects should be submitted on the form below to Amy Osborne, Provost's Office, Carver Hall after Chair and Dean/Director approval.

Deadline: March 13, 2017

*Multiple items may be submitted in prioritized list form



QUOTES SHOULD BE ACCURATE AND INCLUDE NECESSARY SUPPLEMENTAL ITEMS SUCH AS MAINTENANCE AGREEMENTS, WARRANTIES, CABLES, ADAPTERS, ETC.

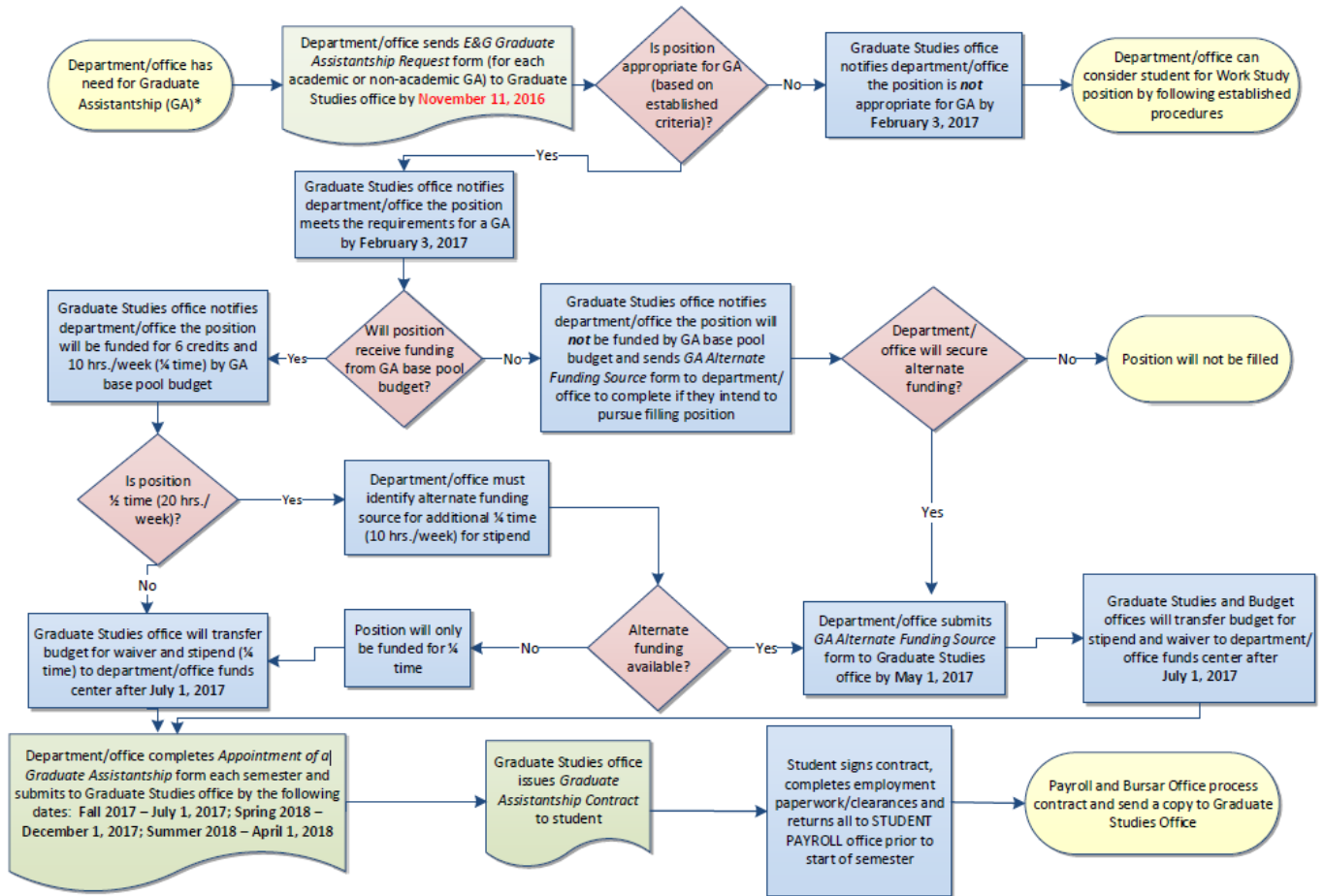
College/Unit:	
Department:	
Academic Enhancement Fund Center (if established):	Commitment Item:
Requestor:	
Academic Year:	
<input type="checkbox"/> One-time request <input type="checkbox"/> Ongoing <input type="checkbox"/> Multi-year (please specify)	
<input type="checkbox"/> Technology needs have been addressed? <input type="checkbox"/> Duplication check	
Have you also applied elsewhere for funding for this project? <input type="checkbox"/> No <input type="checkbox"/> Yes (Explain)	
Project Description:	
Linkage to Strategic Plan(s) (Department/College/Unit/University):	
Anticipated Outcomes:	
Assessment Plan:	
Budget (please attach quotes):	
Requestor Signature:	Date:
Department Chair Approval:	Date:
College Dean/Director Approval:	Date:
Provost Approval:	Date:
Additional Comments/Information:	

NOTE: If project is approved, completion of a budget template may be required.

AO 11-25-15 – Academic Affairs

APPENDIX C - E&G Graduate Assistantship Budget and Process Flowchart

E&G Graduate Assistantship Budget and Process Flowchart for Fiscal Year 2017-2018



* In the past, academic departments were allocated a specific number of Graduate Assistantships based on enrollment. Under new process, all programs (academic and non-academic areas) must complete a request for each desired GA position.

APPENDIX D – E&G Graduate Assistantship Alternate Funding Source for Stipend and/or Waiver Form



E&G Graduate Assistantship Alternate Funding Source for Stipend and/or Waiver 2017/2018

This form is used to notify the Office of Graduate Studies of an alternate funding source for the Graduate Assistantship (GA) stipend and/or waiver when the Graduate Assistantship is not funded by the GA base pool budget. It is the responsibility of the department to obtain funding. Please complete the form, obtain approval signature(s), and return to the **Office of Graduate Studies by May 1st, 2017**. The Office of Graduate Studies or the Budget office will enter budget transfers. For questions on this form, contact the Office of Graduate Studies or the Budget office. **Individual departments will be required to cover out of state tuition costs, if the GA waiver is not funded by the GA base pool budget. If your GA Appointment is a non-resident, you will be required to resubmit this form with the required additional funds to cover the out of state tuition difference (please see other side of this form for exact costs).**

Possible sources of funds:

- Use of department/office E&G and/or Academic Enhancement operating budget;
- Use of Dean/Director, Vice Provost, Vice President, or President residual carryforward reserves or reallocation of funds within the college or division;
- External funding sources
- Increase to Academic Enhancement department/office operating budgets

Department/Office **REQUESTING Funding for APPROVED GA**

*(If you are requesting funds for multiple GAs, please complete a **SEPARATE** form for each GA request)*

Dept./Office Name: _____ Dept./Office Funds Center #: _____

(Budget will be transferred into the salary & benefit commitment item(s) in this Funds Center
CI 510581 stipend CI 598581 waiver)

Stipend Amount (\$): _____ Waiver Amount (\$): _____

(Print & Sign) Program Coordinator/Job Supervisor _____ *Date*

Funding Source

Funds Center #: _____
(Budget will be transferred from this Funds Center # into the Dept./Office Funds Center # in the section above)

Commitment Item(s) # to transfer funds from: _____ Amount (\$): _____
(Budget will be transferred from this Commitment Item(s) # into the Stipend & Waiver Commitment Item for the Dept./Office Funds Center # listed in the section above)
(Must equal Stipend Amount & Waiver Amount above)

(Print & Sign) Dean/Director/Asst Vice President/Vice President/President Responsible for this Funds Center _____ *Date*

Funding Source

(Complete only if there are multiple funding sources)

Funds Center #: _____

Commitment Item(s) # to transfer funds from: _____ Amount (\$): _____

(Print & Sign) Dean/Director/Asst Vice President/Vice President/President Responsible for this Funds Center _____ *Date*

APPENDIX E –E&G General Fund Operating & Capital Budget Available Balances – Example

COLA Non-Personnel Status Report as of 10-11-16

Funds Center		Current Budget	Commitments	Actuals	Commitments & Actuals	Remaining	Remaining
		\$	\$	\$	\$	\$	%
1011020500	Liberal Arts	\$xxxx.xx	\$xxxx.xx	\$xxxx.xx	\$xxxx.xx	\$xxxx.xx	xx.x%
1011020501	Special Initiatives	\$xxxx.xx	\$xxxx.xx	\$xxxx.xx	\$xxxx.xx	\$xxxx.xx	xx.x%
1011020502	Inst Culture & Socie	\$xxxx.xx		\$xxxx.xx	\$xxxx.xx	\$xxxx.xx	xx.x%
1011020506	Anthropology	\$xxxx.xx		\$xxxx.xx	\$xxxx.xx	\$xxxx.xx	xx.x%
1011020508	Art & Art History	\$xxxx.xx		\$xxxx.xx	\$xxxx.xx	\$xxxx.xx	xx.x%
1011020510	Haas Gallery of Art	\$xxxx.xx	\$xxxx.xx	\$xxxx.xx	\$xxxx.xx	\$xxxx.xx	xx.x%
1011020514	Economics	\$xxxx.xx		\$xxxx.xx	\$xxxx.xx	\$xxxx.xx	xx.x%
1011020516	English	\$xxxx.xx		\$xxxx.xx	\$xxxx.xx	\$xxxx.xx	xx.x%
1011020520	History	\$xxxx.xx		\$xxxx.xx	\$xxxx.xx	\$xxxx.xx	xx.x%
1011020522	Languages & Cultures	\$xxxx.xx	\$xxxx.xx	\$xxxx.xx	\$xxxx.xx	\$xxxx.xx	xx.x%
1011020524	Mass Communication	\$xxxx.xx		\$xxxx.xx	\$xxxx.xx	\$xxxx.xx	xx.x%
1011020528	Philosophy	\$xxxx.xx		\$xxxx.xx	\$xxxx.xx	\$xxxx.xx	xx.x%
1011020529	Political Science	\$xxxx.xx	\$xxxx.xx	\$xxxx.xx	\$xxxx.xx	\$xxxx.xx	xx.x%
1011020530	Psychology	\$xxxx.xx		\$xxxx.xx	\$xxxx.xx	\$xxxx.xx	xx.x%
1011020532	Soc/Soc Work/CJ	\$xxxx.xx		\$xxxx.xx	\$xxxx.xx	\$xxxx.xx	xx.x%
1011020537	Social Work	\$xxxx.xx		\$xxxx.xx	\$xxxx.xx	\$xxxx.xx	xx.x%
1011020538	Communication Study	\$xxxx.xx		\$xxxx.xx	\$xxxx.xx	\$xxxx.xx	xx.x%
1011020539	Music/Theater/Dance	\$xxxx.xx		\$xxxx.xx	\$xxxx.xx	\$xxxx.xx	xx.x%
1011160205	COLA Res Bud CF	\$xxxx.xx				\$xxxx.xx	xxx.x%
Overall Result		\$xxxxxx.xx	\$xxxx.xx	\$xxxxxx.xx	\$xxxxxx.xx	\$xxxxxx.xx	xx.x%

APPENDIX F - E&G General Fund Carryforward Template - Example

FY 2017 CARRYFORWARD TEMPLATE		INPUT AREAS	
	1011160205 COLA Budget CF		
FY 2017 Remaining Funds	\$XXXXX		
FY 2019 BUDRPT (Include Multiyear/Strategic Planning & Seed Money Needs Only)	\$XXXXX	\$XXXXX	
	Expend in FY 2018 (1)	Expend in FY 2019 (1)	
Non-Routine Operating:			
Travel and Transportation (CI 615-616)	\$XXXXX	\$XXXXX	
Utilities (CI 640-646)	\$0	\$0	
Rental/Lease-Real Estate (CI 651)	\$0	\$0	
All Other (CI 605-635 (exclude 615-616), 650, 655-690)	\$XXXXX	\$XXXXX	
Total FY 2017 CF Planned to be Expended - Operating	\$XXXXX	\$XXXXX	
Capital:			
Land and Structures (CI 700-730)	\$0	\$0	
Equipment, Furniture, and Furnishings (CI 740, 750)	\$0	\$0	
Library (CI 760)	\$0	\$0	
Total FY 2017 CF Planned to be Expended - Capital	\$0	\$0	
Transfers (Outside of FCs Attached to Fund 1011000000):			
Non-mandatory Transfers for Equip, Capital Projects, or Life Cycle (CI 802)	\$0	\$0	
Other Transfers (CI 803)	\$0	\$0	
Total FY 2017 CF Planned to be Expended - Transfers	\$0	\$0	
Plan to Expend in FY 2018	-\$XXXXX		
Plan to Expend in FY 2019		-\$XXXXX	
Available Balance-Carryforward to FY 2019 (must be = or > \$0)	\$XXXXX		
Available Balance-Carryforward to FY 2020 (must be = or > \$0)		\$XXXXX	<i>Plan to Expend in FY 2020 and Beyond</i>
(1) Include only funds that you actually plan to expend. If you are not planning to expend the funds in either of the two fiscal years listed, please do not enter anything.			
			<i>Click in cells below to select Strategic Issue from dropdown box</i>
Spending Description Summary:			
Plan to Expend in FY 2018	-\$XXXXX		
Description #1 Professional Development and Academic Publishing	\$XXXXX		Strategic Issue 1
Description #2 Muncy Prison Pilot / Second Chance Pell Programs	\$XXXXX		Strategic Issue 3
Description #3 Economics Lecture Series	\$XXXXX		Strategic Issue 1
Description #4 Aging Out Pilot Program (Anchor)	\$XXXXX		Strategic Issue 4
Description #5 Liberal Arts Symposium	\$XXXXX		Strategic Issue 1
Description #6	\$0		
	\$0		
	must = \$0		
Plan to Expend in FY 2019		-\$XXXXX	
Description #1 Second Chance Pell Program		\$XXXXX	Strategic Issue 3
Description #2 Aging Out Pilot Program (Anchor) Expansion		\$XXXXX	Strategic Issue 4
Description #3		\$0	
Description #4		\$0	
Description #5		\$0	
Description #6		\$0	
		\$0	
		must = \$0	
<i>Please add more rows as necessary.</i>			