CENTRAL CONNECTICUT STATE UNIVERSITY
BUDGET CHANGE EXECUTIVE SUMMARY INSTRUCTIONS
FY 2025 BUDGET PROCESS

Introduction:

Each Executive Team Member has until 5 pm on January 24, 2024 to submit requests for consideration. Please direct complete packages to:

- o [Alicia Bray, UPBC Chair](#)
- o [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.

If there are any questions on the FY25 Budget Request process, please contact the Budget Office at **budget@ccsu.edu**.

FY25 Expansion Request Form (Doc) Instructions:

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 its Strategic Objectives. Each of these requests will be linked to the Budget Request Summary tab.

Complete Header *(Double click in header)*
- o Budget Request #
- o Budget Request Description
- o Contact Name.

As you complete the remainder of the Expansion Option Request Form— requests should:
- o Provide sufficient detail to facilitate decision making.
- o Be no more than three pages.
- o Must tie to the number on the Budget Request Summary tab and should be in numerical priority order.
- o 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 (30% for all employees except for part-time lecturers which should be priced at 7.4%).

> * 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 30%. Be sure to enter the values separately between the salary and fringe amounts.

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FY25 Budget Package (Excel) Instructions:

This is a summary of the all the FY25 Expansion Request Forms submitted.

Completing 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 the budget request description. Use same title and number that is in the **FY25 Expansion Request Form (Doc).**

(4) **Budget Request $** – Enter an amount in whole dollars for the estimated cost of the budget request. Use same amount (Amount Requested plus Fringe) that is in the **FY25 Expansion Request Form (Doc).**

(5) **Reallocation** – Enter the amount in whole dollars of the reallocation. Use same amount (Reallocation) that is in the **FY25 Expansion Request Form (Doc).**

   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** – Calculation that will match Total Annual Request that is in the **FY25 Expansion Request Form (Doc).**

   *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 how request will specifically contribute to a Key Activity in the 2030 Strategic Plan Action Plan or NECHE Standard using drop down list.

TAB: One-Time Requests:

Fill out the "One-Time Requests ONLY" tab for any FY25 *One-Time-Non-Capital Requests* that would not be able to be absorbed in your existing base budget allocations.

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) **Priority-** Populate each request in the order of importance you wish the request to be considered. The priority numbers have already been populated.

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

(3) **Budget Request Description** – Enter a brief description of the request.

(4) **# of Items and Cost per Item** – Enter information into these columns (e.g. 10 chairs @ $100 per chair).

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

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

(7) **2030 Strategic Plan or NECHE Standard** – Identify how request will specifically contribute to a Key Activity in the 2030 Strategic Plan Action Plan or NECHE Standard using drop down list.

FY25 Budget Package (Excel) Instructions Continued:

TAB: Capital Equipment

General Rules:

- Capital Equipment is generally defined as costing $5,000 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.
- IT Request must follow the Information Technology Committee (ITC) Process. This includes new purchases, upgrades, maintenance, freeware, and any other software and hardware needed in classrooms and labs. The deadline this year for submitting requests is October 27, 2023.

Completing the Worksheet:

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

(1)   Fill out each row with the requested information.

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

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

(4)   2030 Strategic Plan or NECHE Standard – Identify how request will specifically contribute to a Key Activity in the 2030 Strategic Plan Action Plan or NECHE Standard using drop down list.