

Plattsburgh State State Purpose Fund Budget Preparation Packet

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State - Core Operating Budget Process

Plattsburgh State takes an “All Funds” approach in preparing its annual budget. This document deals with the preparation of our State budget request, which we commonly refer to as our “Core Operating Budget”.

Revenue & State Support

The two main sources of revenue come from student tuition/fees and state taxpayer support. Tuition and fee revenue is budgeted based on our official planned enrollment submitted for the Fall semester of the budget year. SUNY System Administration’s Budget Office, using a Budget Allocation Process (BAP), determines our share of state taxpayer support. The total of these two comprises our budgeted revenue.

Expenditures - Core Operating Budget

A call letter is typically issued to the campus budget managers in November. Included in the call letter is the timetable for completing our budget request along with a summary of our campus budget goals and reminder that our budget requests need to be consistent with our campus enrollment and strategic plans. Each department, using our campus administrative software BANNER, will enter its budget request and detail on the budget screens developed for this purpose. These requests are reviewed at several levels including Dean or Director, Vice-President or Divisional Budget Committee, Resources and Planning committee, President’s Council and finally by the President.

Financial Plan

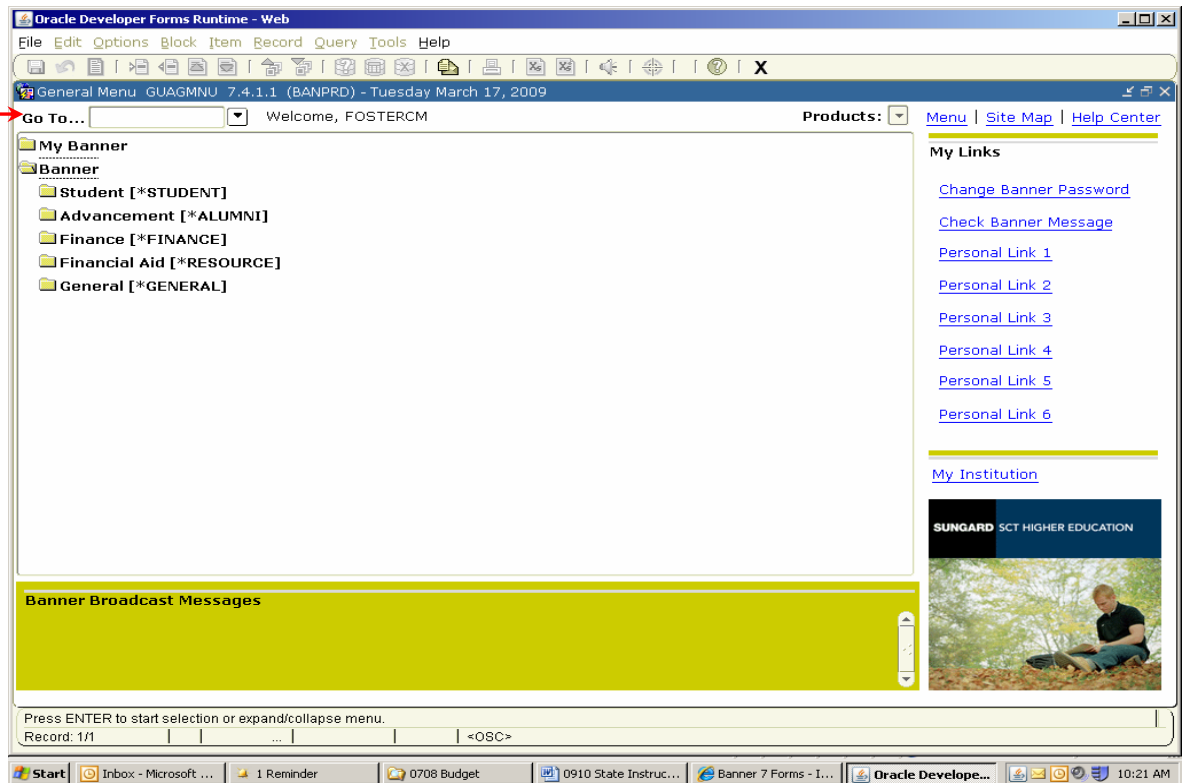
After the completion of the previous processes, the campus must prepare a Management Plan for the year, which is submitted to SUNY System Administration’s Budget Office. This plan summarizes our budget priorities, includes appropriate attachments and provides explanations for our decisions, including plans to handle any budget shortfalls, if necessary. The completed financial plan is submitted in June or July if the State passes its budget in a timely fashion. Otherwise, it’s submitted as soon as possible after the state budget is adopted.

Plattsburgh State is constantly refining its budget process. Your participation, input, concerns and comments are always welcome. We promise to make ourselves available for assistance as much as possible so please feel free to contact the Budget Office anytime.

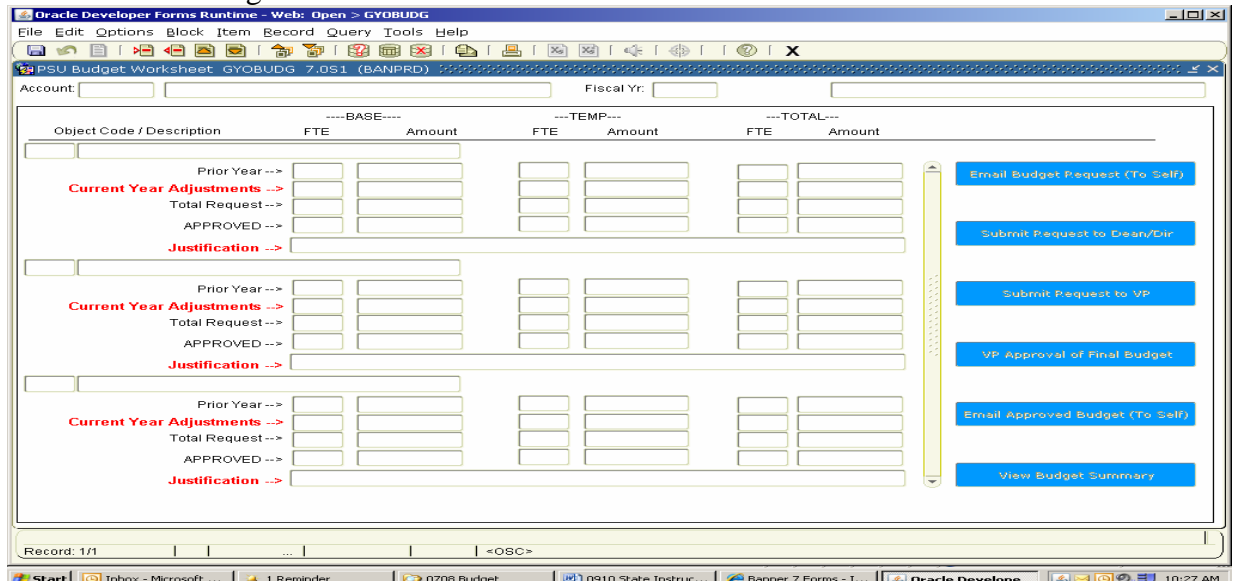
BANNER Instructions for Entering State Budget Request

The budget request for your **State department or account** occurs in BANNER, our campus administrative software, using the budget form “GYOBUDG”. Contact Clark Foster, Budget Officer, at clark.foster@plattsburgh.edu if you need access. Once you have access, proceed as follows:

- On your computer desktop, click on the red “Banner Desktop” icon to enter BANNER or click on your internet browser (i.e. Microsoft Internet Explorer) and type “banfrm.cc.plattsburgh.edu”.
- Logon to BANNER with your usercode and password
- Type “GYOBUDG” in the “Go To ...” block as shown below



This will bring you to the PSU Budget Worksheet Screen as follows:



Example of Budget Worksheet “pdf” file you receive after pressing the “Email Worksheet” Button.

Adobe Reader - [GZOBUDG_695518.pdf]

File Edit View Document Tools Window Help

Select Text eBooks Create an Adobe PDF from your desktop

62% Open Save a Copy Print Email Search

Plattsburgh State
2005-06 State Account Budget Worksheet

Account: 42003100 ENGLISH

	0405 Final Budget			0506 Requested Change			0506 Requested Budget			
	Base	Temp	Total	Base	Temp	Total	Base	Temp	Total	
	FTE	Dollars	FTE	Dollars	FTE	Dollars	FTE	Dollars	FTE	Dollars
Personal Service Regular										
Non-Instructional	5000	1.00	29,844				1.00	29,844		
Classroom Base Salary	5001	0.25	13,793				0.25	13,793		
Instructional	2482	14.85	810,041				14.85	810,041		
Classroom Support	1903		3,950					3,950		
Overtime	1048									
Other PSR	1999									
Savings	6000									
Total	16.10	937,628	16.10	937,628			16.10	937,628	16.10	937,628
Temporary Service										
Non-Instructional	2500									
Instructional	2400		123,000					123,000		
Civil Student Payroll	2698									123,000
Student Temp Bus Payroll	2699									123,000
Total		123,000		123,000				123,000		123,000
Other Than Personal Service										
Office/Asset Support	3000		4,000					4,000		
Travel	4000		1,000					1,000		
Other Services Return	5000		600					600		
Utilities	5100									
Equipment	7100									
Total		5,600		5,600				5,600		5,600
Recharges										
Stores	2100									
Telephone	2300		1,400					1,400		
Postage	2400		900					900		
Duplicating	2500		100					100		
Auto	2600									
Total		2,400		2,400				2,400		2,400
Total All Objects	16.10	988,628	16.10	988,628			16.10	988,628	16.10	988,628

11 x 8.5 in 1 of 1

After you have completed your informational budget worksheet, its time to enter your adjustments on BANNER. You will only be filling in the “**Current Year Adjustments**” and “**Justification**” sections for each object, as necessary. The “Justification” section is used to provide details for the total budget you are requesting for each object of expenditure, other than PSR (objects 0000 – 1999). To expand the “Justification section for easier entry, double click on the field.

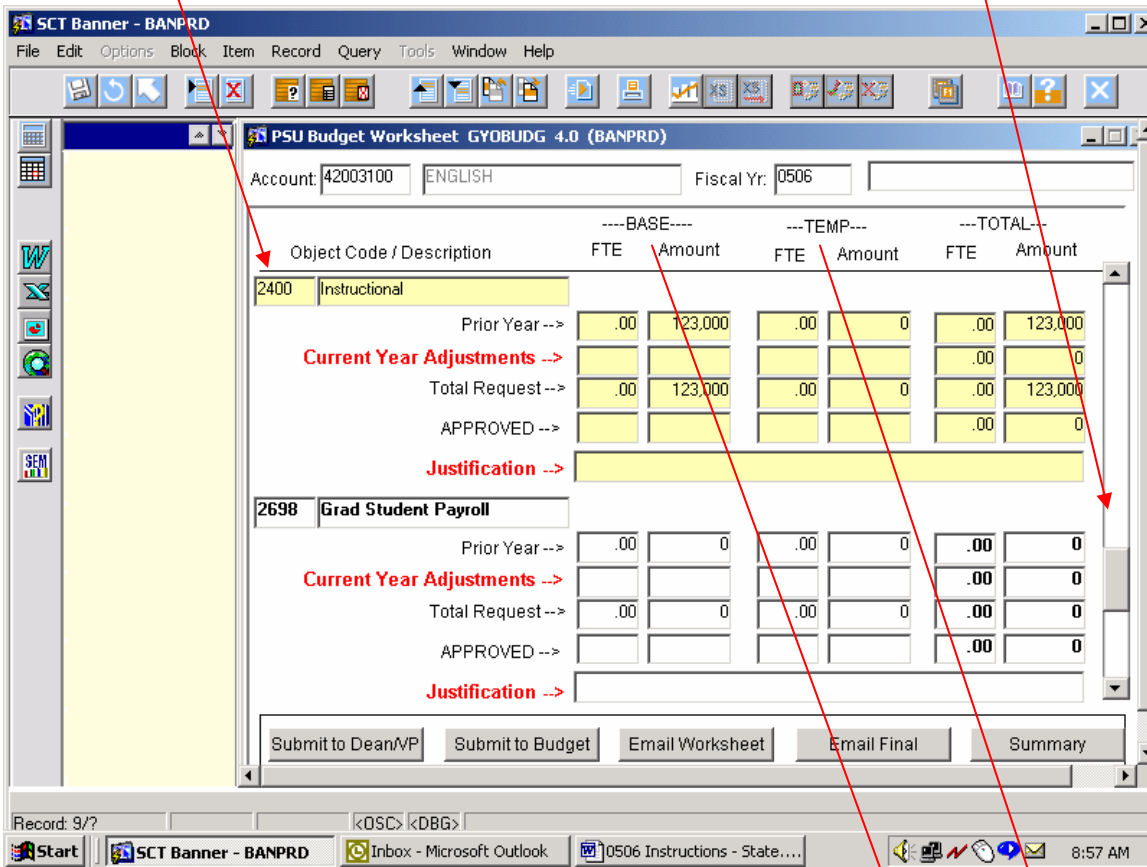
Each expenditure object has its own section. Budget objects have four major categories – Personal Service Regular, Temporary Service, Other Than Personal Service and Recharges.

Budget Objects			
Personal Service Regular	Temporary Service	Other Than Personal Service	Recharge
0000 Salary Non Instructional	2000 TS Non Instructional	3000 Office & annual supplies	9200 – DO NOT USE
0001 Base Salary Chairperson	2400 TS Instructional Adjunct	4000 Travel	9300 Telephone
0400 Salary Instructional	2698 Graduate Student Stipend	5000 Contractual services/repairs	9400 Postage
1903 Chairperson Stipend	2699 Student Temp Service	5500 Utilities	9500 Printing & Duplicat
1948 Overtime		7300 Equipment	
1999 Other PSR			

Each object corresponds to the informational worksheet that you printed in the previous step.

You can move down the objects by using the slide bar on the right hand side of the screen.

Object Location



You need to be aware that an account’s budget can have two components - Base and Temporary, hence a Base column and a Temp column. The Base component is the account’s permanent budget, which stays in the

account each year unless changed during the budget process. The Temporary component of an account's budget is only available for the year in which it was approved and is not automatically renewed.

Base changes (FTE or dollar) entered in the "Current Year Adjustments" boxes of Banner, represent **changes** you are proposing from last year's approved final budget as listed in the corresponding boxes from last year. **Only the change amount should be entered.**

Temporary changes (FTE or dollar) entered in the "Current Year Adjustments" boxes, represent temporary proposals for the new fiscal year only. Last year's temporary portion of your budget, if any, is included for informational purposes in the corresponding boxes

Note: Each object that you budget for in Banner must include the detail behind the total you are requesting. This is done in the "Justification" block at the bottom of each object area.

After forms have been updated in BANNER click on the first icon in the Banner toolbar to save changes.

"Save" Icon

Object Code / Description	---BASE---		---TEMP---		---TOTAL---	
	FTE	Amount	FTE	Amount	FTE	Amount
Prior Year -->						
Current Year Adjustments -->						
Total Request -->						
APPROVED -->						
Justification -->						
Prior Year -->						
Current Year Adjustments -->						
Total Request -->						
APPROVED -->						
Justification -->						
Prior Year -->						
Current Year Adjustments -->						
Total Request -->						
APPROVED -->						
Justification -->						

Button Instructions

At the left side of the GYOBUDG screen are six buttons. The following explains what they do.

Email Budget Request to Self:

Pressing this button causes Banner to send an email of your budget request (*not your final approved budget*) to the individual logged in at the time. The email has attached to it a “PDF” file of the department’s original budget request. Explanations of your budget changes are also included in this report.

Submit Request to Dean/Director:

When a department chair or manager has completed their budget request, this button should be pressed. This updates a “status” field in Banner, which indicates that the department has completed its budget request.

Submit Request to Vice President:

After the Deans and Directors have completed their review of their academic division or program budget requests, this button should be pressed. This updates a “status” field in Banner, which indicates that the Dean or Director has completed its review of their overall division or program budget request.

VP Approval of Final Budget:

After the Vice Presidents have completed their review of their division’s budget request, this button should be pressed. This updates a “status” field in Banner, which indicates that the VP’s have completed their budget review. The Budget department can then proceed to complete the overall campus budget summary for review and approval by the President’s Cabinet.

Email Approved Budget (To Self):

Pressing this button causes Banner to send an email to the individual logged in at the time. The email has attached to it a “PDF” file of the department’s final approved budget request. The Budget department will notify the campus when this report is available.

View Budget Summary:

Pressing this button takes you to a summary screen. This screen provides a summary of the budget request by the four main budget categories – Personal Service Regular, Temporary Service, Other Than Personal Service and Recharges.

BUDGET NARRATIVE

Since we have moved to an electronic process the “Narrative” is now comprised of the information that you enter in the “Justification” block that appears at the bottom of each object segment in Banner. Please provide the detail supporting your total budget request for each expenditure object, except for PSR. Many of you have this information already, but in spreadsheets, word documents or other forms. Having this detail in BANNER will allow us to have documented history for prior years and will also provide better detail for critical review.

FINAL REMINDERS

Before you click the “Submit Request to Dean/Dir” button, signifying completion of your request, please review the following:

1. Please adhere to deadline dates
2. Authorized Signatures – Please indicate who is authorized to sign for this account as follows:
 - a. Chairperson – include name in “Justification” section for object 0001
 - b. Other Authorized signatories – include in “Justification” section for object 0000
3. For permanent budget changes - make sure you’ve only entered the change amount as compared to last year’s approved budget.
4. For temporary budget requests – make sure you’ve entered the total being requested.
5. Remember to click on “Submit Request to Dean/Dir” button to indicate your request is completed.
6. Comments – please feel free to email to Clark Foster – clark.foster@plattsburgh.edu

Final Approved Budget Form

After all levels of approval have been achieved the Budget Office or your Vice-President will notify you. At that time, you will be able to go into Banner and print a copy of your approved final budget by accessing your account in BANNER and clicking on the “Email Approved Budget (To Self)” button.

Expenditure Object Definitions

PERSONAL SERVICE REGULAR (“PSR”) SECTION : OBJECTS 1000 - 1999

Object 0000: Non-Instructional Personal Service Regular

This includes base FTE and salary information related primarily to your full time employees with non-academic titles. This includes any employee, full or part-time, with a pay basis of ANN or CYF.

Object 0001: Chair Person Base Salary

For academic departments with a chairperson, please enter the chairperson’s name in the “Justification” section of this object. Remember, we are looking for next year’s chairperson, which may be different from the current chairperson. FTE and salary information will be coordinated and entered by Provost and Budget offices.

Object 0400: Instructional Personal Service Regular

This includes base FTE and salary information related primarily to your full time employees with academic titles. It includes any employee, full or part-time, with a pay basis of CAL. FTE and salary information for academic departments will be coordinated and entered by Provost and Budget offices.

Object 1903: Chairperson, Center Director or Coordinator Stipends

These are stipends paid to chairpersons of academic departments. Also include amounts paid to Center Directors as these are considered “Also Receives” payments. For academic departments, this will be coordinated and entered by Provost and Budget offices.

Object 1948: Overtime

At present, only certain departments with significant overtime costs are specifically budgeting for overtime. The only state departments that need to complete this line are the Bursar, University Police and the Maintenance and Operations departments.

Object 1999: Other PSR

For payroll expenses that do not fit into one of the above, please enter it here and attach a brief description. Examples include: Pre-shift briefing for University Police.

Object 6000: Personal Service Savings

The Budget Office will be responsible for this information. This represents budgeted PSR savings that occurs as a result of normal employee turnover. In other words, SUNY knows all lines will not be filled for the entire year and incorporates this annually as a reduction in our budget.

TEMPORARY SERVICE (“TS”) SECTION: Objects 2000-2999**Object 2000: Non-Instructional Temporary Service Pay**

This includes salary information related primarily to your temporary employees with non-academic titles, usually with a pay basis of BIW, FEE or HRY.

Object 2400: Instructional Temporary Service Pay

This includes salary information related primarily to your temporary employees with academic titles, with a pay basis of BIW, FEE or HRY. Adjunct lecturers would be the most common example.

Object 2698: Graduate Assistanceship Student Pay

This line is for students who are paid on the Graduate Student payroll. These are students receiving a graduate assistanceship stipend.

Object 2699: Student Temporary Service Pay

This includes students who are paid on the Student Temporary Service payroll. **Do not** include students being paid from College Work Study funds or students receiving graduate assistanceship stipends.

OTHER THAN PERSONAL SERVICE (“OTPS”) SECTION: Objects 3000-8999

Note: Please refer to your account’s current or prior year OTPS expenditures using SUNY’s Management Reporting Tool (SMRT), available through SUNY’s website at www.suny.edu. Please contact Diane Wyand, University Controller, extension #2130, if you need information on accessing this information.

Object 3000: Office and Annual Supplies

This category of expense includes disposable office supplies, printing supplies, lab supplies, classroom supplies, books, athletic supplies, small tools, etc.

Object 4000: Travel

Travel includes expenses for meals, lodging and transportation expenses while in travel status.

Object 5000: Other Services and Repairs

This includes, but is not limited to, departmental professional memberships, leases for equipment and property, equipment maintenance and repairs, instructional technology expenses, service and consultant contracts, telephone contracts etc. This is the catch-all category and would include any expense that is not covered under one of the other expense categories.

Object 5500: Utilities

Utilities include natural gas, electricity, fuel oil etc.

Object 7300: Equipment

Equipment expenses include classroom equipment, library books, library serials, library audiovisual materials, large furniture or office equipment, IT equipment, musical instruments or sports related equipment.

RECHARGE Objects 9000-9999

Recharges are services that are performed by other departments on campus that would cost money if the services were being performed by an outside vendor. Recharges are a way for the departments that provide Telephone, Postage, Duplicating and Automobile repair work to be reimbursed without actually sending an invoice.

Recharge objects are as follows:

Telephone	9300
Postage	9400
Duplicating	9500
Auto	9600

Selected Terms & Definitions

Allocation - A term that refers to the “authorized spending level” or budget portion of an account. Let’s say you begin the year with a PSR budget of \$50,000 and TS budget of \$25,000. The account has a total allocation of \$75,000.

Appropriation - A term that refers to the approval of funds for spending. The State of New York must appropriate funds (approve funds through the state’s budget process) to SUNY before we receive it as an allocation.

Base or permanent budget - The Base component of an account’s budget, which stays in the account each year unless, changed during the budget process.

Form 1 Technical name of document used to submit initial State, IFR, DIFR & SUTRA budgets, with specific departmental allocations, to SUNY System Administration

Fund An accounting mechanism that provides a place to record specific revenue and expenditure transactions. Each fund consists of transactions that have a defined life, purpose or set of rules as established by government of other authorizing entity. See list of campus funds in the next section.

FTE “Full time equivalent “ – term that describes the number of employees or positions we have based on a definition of full time. For example, a full time employee is one FTE whereas two half-time employees also represent one FTE.

Object code - The four-digit code assigned to specific expenditure category sub-groups. These codes are standard throughout SUNY. Object codes range from 0000 to 1999 for PSR, 2000 to 2999 for TS, 3000 to 8999 for OTPS and 9000 to 9999 for Recharges.

OTPS (Other Than Personal Service) - This is a major budget expenditure category for non-salary expenditures, other than recharges.

PSR – Personal Service Regular - This is a major budget expenditure category, which primarily includes information on two key components – the number of funded lines or FTE (full time equivalents) and base salary amounts for your employees with a permanent or continuing appointment. Also included are employees with a current appointment leading to a permanent or continuing appointment. Technically this includes all employees with a pay basis of ANN, CYF or CAL.

Pay basis:

ANN- Academic or Professional employees with a 12-month work obligation

CYF - Employees with a work obligation between 10 and 12 months per year

CAL - Academic or professional employees with a 10-month work obligation

Recharge Expenditures - Recharges represent costs related to campus-based services for telephone, postage, printing & duplicating and automobile use.

Temporary budget - The Temporary component of an account's budget that is only available for the year in which it was approved and is not automatically renewed. Temporary budget items must be requested and approved each year.

TS – Temporary Service - This major budget expenditure category includes salary information for temporary and student employees. Technically this includes all employees with a pay basis of BIW, FEE or HRY.

Pay basis:

BIW - Academic or Professional employees with short term appointments – typically these are semester appointments or appointments less than ten months

FEE - Temporary employees with a summer appointment or

Temporary employees who are full time employees at another New York State agency.

HR Y - Student or temporary employees paid on an hourly basis.

Campus Funds

State

Dormitory Authority State of New York

Equal Opportunity Program - EOP

Plattsburgh State Operating Budget:

Tuition Revenue and Fees

State taxpayer

University Wide Funds

Fringe Benefits

Legislative Awards / Grants

Stabilization Fund

SUNY Construction Fund

IFR Funds: Income Fund Reimbursable (Campus Based Revenue)

DIFR – Dormitory IFR

General IFR – Campus IFR's

SUTRA – State University Tuition Reimbursable Accounts (Summer Session & OAP)

Federal

College Work Study

Federal Financial Aid Funds

Other

Alumni Association

College Auxiliary Service Corp

Plattsburgh College Foundation

Student Association

SUNY Research Foundation