



## Budget Office

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**MEMO TO: State and IFR Account Managers**

**FROM: Clark M. Foster, Budget Officer**

**DATE: November 26, 2007**

**SUBJECT: 2008-09 Budget Instructions**

Detailed instructions for completing your State or IFR budget request are available at the Budget webpage as follows:

- [www.plattsburgh.edu](http://www.plattsburgh.edu)
- Under "Learn About", select "Offices and Services"
- Scroll down under Business Affairs and select "Budget Office"
- Under "Budget Office" on the left hand side, select "Budget Instructions"
- Scroll down and select the instructions you need:
  1. State: select "Download Instructions for State Accounts using BANNER"
  2. IFR: select "Download Instructions for IFR Budget Preparation"

### **I. State Departmental & Residence Hall Operating Accounts (GYOBUDG)**

Once again we will use the "GYOBUDG" form in BANNER to collect our "State" and "Residence Hall" account budget request detail. The form begins with last year's approved budget and asks you to do two things for each expenditure object you are budgeting for. First, enter changes for 2008-09 in the "Adjustment" blocks. Second, provide detail for each object's total request and highlight any changes. This is accomplished by using the "Justification" block following each expenditure object in BANNER.

Many of you provided detail for your expenditure objects in BANNER last year. Your job will be easier this year because you can cut and paste last year's detail as a starting point. Some departments however, still keep this information in spreadsheets, word documents or other forms. While this may be necessary, we still want to capture this information in BANNER. This establishes a documented budget history at the departmental level and provides the basis for a comprehensive review process.

### **State Accounts – Employee Base Salary and Temporary Service Budgets:**

#### **For Academic Affairs departments, reporting to Provost or Deans**

Academic employee base salary (Objects 0000 and 0400) detail will be coordinated between the Provost office and the Budget office. New positions approved via the 2008-09 Academic Affairs recruitment plan will be posted to the accounts by the Budget office. The Budget office will be responsible for factoring in contractual salary increases and will enter this detail on BANNER.

Adjunct lecturer salaries (Object 2400) – For 2008-09, the Budget office will update BANNER for changes related to UUP contractual salary increases. In addition we are asking departments to critically review their adjunct salary budgets and to explain any changes being requested. The goal is to set this budget line to a level that represents our permanent base adjunct need.

### **Business Affairs, Institutional Advancement & Student Affairs departments**

The Budget office will post detailed PSR information to these accounts for fiscal year 2008-09 and will be responsible for updating the base salary amounts over the next few weeks for contractual salary increases occurring in 2007-08. **Departments should enter only fte and salary changes related to new positions, eliminated positions or reallocated positions.** Please enter these changes along with an explanation directly on BANNER. Final decisions on any new positions will be made in consultation with the President's Cabinet.

### **State Accounts – Other Than Personal Service (OTPS) Budget Requests**

Increases in OTPS (supplies – object 3000, travel – object 4000, contractual services – object 5000 and equipment – object 7000) **should be limited to the HEPI inflationary rate of 3.4%**. Increases beyond this rate will need to be explained.

**One-Time New Equipment Requests** – ***Do not submit*** one-time equipment requests in your budget request. The campus has access to other funds for new equipment purchases. We receive Academic Equipment replacement funds from NYS and we've set aside IFR funds for equipment replacement. The request for new one-time equipment needs will be handled separately at a later date.

## **II. General Income Fund Reimbursable (IFR) Accounts (GYOIFRB)**

We'll be using BANNER to capture your IFR budget requests again this year. The Banner form is GYOIFRB. The form includes organizational information on the top of the first page. Please review this information and contact me, Clark Foster, Budget Officer, if changes are needed. I maintain a table within BANNER with this data.

Prior year (2007-08) approved budget amounts; applicable overhead and fringe benefit rates are provided on the form. The Budget Office is currently updating the Personal Service employee base salary information on this form. This information will be located in the "Justification" section and will include current base salary and fte information for prior year (2007-08) funded positions. ***IFR managers should enter only fte and salary changes related to new, eliminated or reallocated positions.*** Salary factors for 2008-09 are included later for your reference.

After estimating your revenues, expenses and cash transfers, you may find your revenue and cash balance do not cover your anticipated costs. If this is the case, you may need to request an increase in a fee or alter your expenditure budget. If a change in a fee or service is requested, please complete an "Authorization to Establish or Revise a Fee" form. This form can be obtained by contacting the Accounting office, at extension 3614.

If your IFR is currently in a significant cash deficit situation, you will be contacted by the Budget department to submit a plan to permanently eliminate the deficit. The plan should eliminate the deficit as soon as reasonably possible (1 – 3 years) and may include a combination of revenue increases and expenditure reductions.

### **III. 2008-09 Budget Tips**

1. Use SUNY's Web tool "SMRT" to view current and prior year State and IFR activity.
2. 2008-09 Contractual salary increases: **(For IFR Budget Planning)**

Currently there are no unions with settled contracts. However for IFR budget purposes factor in a 4% increase for each union. IFR's must generate enough revenue to cover all its expenses, so the conservative approach is to budget for an increase.

Our local unions are United University Professions (UUP); Civil Service Employee Association (CSEA); Council 82 (Security Unit Employees); Graduate Student Employee Union (GSEU)

3. The state minimum hourly rate remains unchanged at \$7.15 per hour as of 1/1/07. This primarily applies to student employees and hourly employees.
4. The 2008-09 Estimated Fringe Benefit rate for non-student payroll is expected to increase from its current 46.96%. SUNY Administration Budget Office estimates a fringe benefit rate of **50.00%**, which will be built into the BANNER IFR budget form.
5. No changes are anticipated in current postage rates. They last changed in July 2007.
6. Anticipated automotive recharge rates for vans are as follows:
  - **55 cents per mile** (proposed 5 cent increase for 0809)
  - Minimum charge is \$10.00 per day

#### **TRAINING**

The Budget Office will provide training for using BANNER to complete your state and IFR budget requests. The schedule will be shared once it's firmed up. In the meantime, feel free to contact the Budget Office directly with questions.

The Budget Office will periodically email informational updates and reminders on approaching deadlines as necessary. Your cooperation is sincerely appreciated! If you need additional assistance, please contact Clark Foster (#3601) in the Budget Office.