

SHEPHERD UNIVERSITY  
BUDGET PACKAGE FOR ANNUAL  
OPERATING AND CAPITAL BUDGET  
FISCAL YEAR 2010

## **BACKGROUND**

### Contents

The budget package for this year includes the following:

1. Detailed instructions for receiving and completing your budget request forms.
2. Forms for request of additional operating funds, positions, capital renovations, and funding for new initiatives.
3. A list of the Budget Advisory Committee members.
4. A timeline for development of the budget.

## **PROCESS AND TIMELINE FOR BUDGET DEVELOPMENT**

All units, including budget organizations funded by auxiliary revenues, will be included in the budget process. Requests funded from the technology fee will be submitted through the Technology Oversight Committee. Budgets funded from student activity fees and co-curricular fees will be submitted through the Student Government Association.

To facilitate planning, requests for renovations and new technology initiatives will be included in the budget process.

A committee composed of faculty, staff, and students will create the budget. A list of Budget Advisory Committee members for FY 2010 is included as Attachment 1.

Specifically, the committee will be charged with evaluating key initiatives for FY 2010 in light of the executive administration goals, enrollment projections, tuition proposals and the existing budget. The committee will also review the funding recommendations from the Technology Oversight Committee.

Each of the Vice Presidents will take responsibility for meeting with their teams and soliciting budget requests. The Vice Presidents will serve as “filters” for this information and forward their recommendations to the Budget Committee for evaluation.

The timeline for development of the budget is included as Attachment 2 for your review.

## **ADDITIONAL FUNDING REQUEST FORMS**

The budget package contains five forms relating to requests for additional funding, i.e., funding for additional operating costs, new positions, technology, other capital equipment or renovations, and new initiatives. In order to ensure that all necessary information is available for evaluation of your request, please use the attached forms and fill them in completely.

These requests for additional funding will be forwarded from budget organization managers through the usual manager or dean review and approval process to the appropriate Vice President. The Vice President should assign a priority number to the requests for operating costs, new positions, technology, and new initiatives. Priority definitions are provided in attachment 3. Requests that are reviewed and approved for further consideration by the Vice President will be forward to the Vice President for Finance and Administration for further cost estimation and research. These requests will then be forwarded to the Budget Advisory Committee for its review.

### **New Positions**

Funding requests for new positions should include the budget organization, title, and expected hire date. Salary information should be provided on an annual basis. Fringe benefit costs should be calculated and included at 23% for positions exceeding .5 fte. A rate of 7.65% should be used for other positions. Assistance with development of this information can be obtained from the Director of Human Resources, Marie DeWalt.

In addition to the salary and benefit cost of the position, new position requests should also include the ancillary costs associated with the position. These costs include the additional expenses for furniture, computers, telephone, supplies, professional development/training, and any special equipment needs. Ancillary costs can be estimated as follows:

Furniture	\$1,000
Computer (desktop)	1,500
Telephone	200
Supplies	100
Prof. Dev. /Training	500
Total	\$3,300

At a minimum, all new positions should include this additional expenditure of \$3,300. Expenditures for furniture and three-quarters of the amount allocated for computers will be one-time expenditures. Units should use a four year replacement cycle for computers. Telephone, supplies and professional development costs are ongoing expenses.

Any additional space requirements for new positions must be identified. If renovations are required to accommodate new personnel, these changes must be submitted as a capital renovation request.

Finally, new position requests must include a justification that coincides with institutional goals. A proposed funding source must be identified. Please use a separate form for each request.

Assistance with development of ancillary cost estimates and evaluation of funding sources can be obtained from the Vice President for Finance and Administration, Ed Magee.

### **Capital Renovations**

As with all requests for funding, capital renovations must include a justification that is associated with institutional goals.

Questions concerning these capital expenses should be addressed to Dan Yanna, Director of Facilities Management

### **Technology Requests**

Requests for technology to be funded from the Technology Fee should be forwarded to the Technology Oversight Committee (TOC). The TOC develops a recommendation for investment in technology, which is then forwarded to the Budget Advisory Committee for its review.

Technology Initiatives requests should include a breakout of direct cost, service agreements, and any necessary infrastructure cost for upgraded utilities. Included in this category are new labs, new software programs to be housed in IT Services servers and other significant projects. Please use a separate form for each request.

Budget and process questions relating to technology requests should be addressed to Burt Lidgerding, the Chair of the Technology Oversight Committee. Technical questions should be addressed to Robert Spiker, Director of Information Technology.

### **New Initiatives**

For the purpose of developing the FY 2010 budget, new initiatives will be defined as programs that represent a service not currently provided by the institution. Examples of new initiatives could include new academic or administrative programs. As such, they should not be viewed as incremental changes based on existing services or changes in workload.

Funding requests for new initiatives should include detailed information regarding relation to institutional goals, timeline, implementation strategy, outcome assessment plan, and required resources. Required resources should be captured, where applicable, through the forms for new positions or capital expenditures.

In general, new initiatives should be presented as a package, so that area Vice Presidents and the Budget Advisory Committee can easily grasp the full impact of the proposal.

# NEW POSITION REQUEST FORM

Budget Organization: \_\_\_\_\_

Position Title: \_\_\_\_\_

Expected Hire Date: \_\_\_\_\_

## Salary and Benefit Costs:

Salary – Annual \_\_\_\_\_

Estimated Number of Hours – Annual \_\_\_\_\_

Total Estimated Annual Salary \_\_\_\_\_

Fringe Benefits Cost \_\_\_\_\_

Total Salary and Benefits Cost \_\_\_\_\_

## Ancillary Costs:

Expenditure	Cost
_____	_____
_____	_____
_____	_____
_____	_____

Total Ancillary Costs: \_\_\_\_\_

Total New Position Costs: \_\_\_\_\_

Priority: \_\_\_\_\_

Funding Source(s): \_\_\_\_\_

Justification (use additional pages as necessary): \_\_\_\_\_

# OPERATING EXPENDITURE REQUEST FORM

Budget Organization: \_\_\_\_\_

Budget Organization Code: \_\_\_\_\_

Operating Request:

Fund: \_\_\_\_\_ Description: \_\_\_\_\_

Account Code: \_\_\_\_\_ Description: \_\_\_\_\_

Permanent Current Allocation – FY 2009: \$ \_\_\_\_\_

Requested Allocation – FY 2010: \$ \_\_\_\_\_

Total Increase: \$ \_\_\_\_\_

Priority: \_\_\_\_\_

Justification (use additional pages as necessary):

# RENOVATION REQUEST FORM

Renovation Request:

Description: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Estimated Cost: \_\_\_\_\_

Justification (use additional pages as necessary):

# TECHNOLOGY INITIATIVE REQUEST FORM

Budget Organization: \_\_\_\_\_

Budget Organization Code: \_\_\_\_\_

Technology Request:

Description: \_\_\_\_\_

Unit Cost: \_\_\_\_\_

Service Contract Cost: \_\_\_\_\_

Infrastructure Cost: \_\_\_\_\_

Total Cost: \_\_\_\_\_

Priority: \_\_\_\_\_

Justification:

## BUDGET ADVISORY COMMITTEE – FY 2010

### **Members:**

Vice President for Administration and Finance, Chair

Vice President for Academic Affairs

Vice President for Student Affairs

Vice President for Advancement

Vice President for Enrollment Management

General Counsel

Faculty Senate Representative – Selected by Faculty Senate

Classified Employee Representative – Selected by Classified Employees

Faculty Representative – Appointed by Vice President for Academic Affairs

Non-classified employee representative - Appointed

Student Representative – SGA President

Chair of Technology Oversight Committee

Assistant to the President

Support Staff:

Comptroller

Attachment 2

**FY 2010 BUDGET PREPARATION TIMELINE**

Week of 11/10/08	Budget packages distributed to Senior Staff
1/19/08	Draft budget packages, including new request forms, due to area Vice Presidents.
1/26/09	Draft budget packages, including new request forms, due to Vice President for Finance and Administration
2/2/09	Recommendation on technology initiatives from Technology Oversight Committee
2/13/09	Budget proposal presented to Budget Advisory Committee.
2/4/09	Budget Advisory Committee Meeting
2/6/09	Budget Advisory Committee Meeting
2/11/09	Budget Advisory Committee Meeting
2/13/09	Budget Advisory Committee Meeting
2/18/09	Budget Advisory Committee Meeting
2/20/09	Budget Advisory Committee Meeting
2/24/09	Budget Advisory Committee Meeting
2/27/2009	Budget Advisory Committee Meeting
3/23/2009	Presentation of budget to SGA
3/17/2009	Executive Staff meeting to finalize budget

3/26/2009

Presentation of Fee Requests to the Board of Governors.

## Shepherd University

### Budget Priority Categories

1. **Mandated External:** This category includes budget requests for costs that must be paid as a result of requirements imposed by an external entity. These costs will be paid even if the University does not allocate resources for them. For example, the State Auditor's Office may increase the amount it charges for the payment of invoices.
2. **Safety:** This category includes budget requests that address significant and specific safety issues. For example, a fire proof cabinet may be needed to store flammable supplies.
3. **Mandated Internal:** This category includes budget requests for costs that must be paid as a result of requirements imposed internally by previous actions of the University. These costs will be paid even if the University does not allocate resources for them. For example, custodial supplies must be purchased for a new classroom building.
4. **Internal Priority:** This category includes budget requests for initiatives that have been identified as institutional priorities by the President, Executive Staff, and/or the strategic planning process. If funding is not allocated in the budget process, it is likely that these initiatives will be postponed until resources become available. For example, the amount of funds expended for the purchase of flowers and shrubs may be increased.
5. **Mission:** This category includes budget requests for initiatives that align with the institutional mission, but have not been identified as a priority.
6. **Other:** This category includes budget requests that are not assigned to other categories.