

Introduction to Budgets

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Agenda

- Who are we?
- Terminology
- Budget Responsibilities
- SUNY Funding
- Introduction of guests; P&PS, RF
- Introduction or Re-introduction to BI
- Budget Office Website
- Questions
- Contact Info

Who are we?

- Responsibilities of Budgeting:
 - Budget Oversight
 - Revenue/Expense Projections
 - 5 Year Model
 - Fees – Broad Base & Course Fees
 - Academic Program Financials
 - Financial System Security
 - Financial Reporting – Various including salary pools
 - New Accounts
 - Journal Transfers/Inter-Agency Payments
 - Social Work/Critic Teacher Waivers

Terminology

- **PSR** = Personal Service Regular (Permanent Lines)
- **TS** = Temporary Service
- **OTPS** = Other Than Personal Service
 - Supplies, Travel, Contractual, Equipment, Recharges
- **BI** = Business Intelligence
- **JT** = Journal Transfer
- **EOY** = End of Year
- **Allocation** = Authority to Spend
- **OAP** = Overseas Academic Program

Terminology (cont.)

- Admin/Maintenance Overheads (OH)
- Fringe Benefits
- Salary Pools – Centralized Faculty & Centralized Staff
 - College Responsibility vs. Departmental
- Fiscal Year – July 1 to June 30
- Lapsing Period – Timeframe to close prior fiscal year (typically July 1 to Sept sometime)
 - Activity happens in two fiscal years

Budget Responsibilities

- Access to BI
 - ✓ 1:1's available for setup/training
- Review frequently, but make reasonable to your operations
 - ✓ Maintain positive balances (PSR OT/Holiday + TS Non-Instructional + TS Students + OTPS)
 - ✓ Review salaries (PSR & TS)
 - Appointment forms must be up-to-date
 - ✓ Impacts your Program Financials
- Stay in touch with Budgeting & Procurement

How is the College funded?

- State Operating Budget
- SUNY Construction Fund
- DASNY Construction
- DIFR
- IFR/SUTRA

- For your purposes:
 - BASC/BSG/Foundation/RF

State Operating Budget

- Primary budget of the College that funds core activities
- Maintain positive overall balance (excluding PSR & TS-Instructional)
- Balance closes at EOY – Roll to Division/College
- No OH or Fringe Costs

Revenues: Tuition & State Support

Expenditures: Salaries (Faculty/Staff), Utilities, OTPS (Supplies, Travel, Contractual, Equipment)



IFR

- Income Fund Reimbursable
- Self-supporting account
- Supports services not included in the state operating budget (ex. Campus Recreation, Athletics, etc.)
- Cash vs. Allocation (\$1 of allocation needed to spend \$1 of cash)
- Must have a \$0 or + balance at EOY
- Balance rolls from year to year (unless College determines otherwise)

Revenues: Student fees, User charges

Expenditures: Salaries (mainly staff), Fringe Benefits, Overheads,
OTPS



SUTRA

- State University Tuition Reimbursable Account
- Self-supporting account
- Similar to IFR, but source of revenue is credit-bearing programs (i.e. Special Sessions, OAP)
- Cash vs. Allocation (\$1 of allocation needed to spend \$1 of cash)
- Must have a \$0 or + balance at EOY
- Balance rolls from year to year (unless College determines otherwise)

Revenues: Tuition (Special Sessions, OAP)

Expenditures: Salaries (on occasion - staff), Fringe Overhead, OTPS



Guest Intros & Info Sharing



Mark Stacy – Director of Campus Services



Laura Merkl – Contract & Grant Administrator (RF)



BI/Budget Website

- Demo by Rachael
 - www.suny.edu/analytics
 - <https://www.brockport.edu/support/budget/>
- Questions

Contact Information (1 of 3)

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