Concordia University, Nebraska
Fiscal Budget Process

E-mail Memos

April 13, 2012

Budget Owners:

Fiscal year 2013 budget season is fast approaching! To keep you informed of upcoming deadlines below is our tentative budget timeline.

April 16th: Request budget targets from cabinet. The target number is the bottom line, revenue less expense, for the budget.
April 27th: Budget targets due from cabinet.

May 14th: Budget templates sent to budget owners. The budget owners will itemize, by account, how the budget target set by cabinet will be utilized.
June 1st: Budget templates due from budget owners. This will give you three weeks to prepare the template.

If you are a new budget owner, or a budget owner that needs a refresher on the tools available to help create your budget template, please contact me if you would like any assistance. I will also provide a recorded Webinar that will walk you through how to create your budget template.

Banner Self-Service for Finance is a great resource to research actual transactions that have been posted to your budget. Please take some time to review FY12 transactions to help plan for FY13. Attached are instructions for Self-Service Finance.

Thanks,

Lori Read, Accountant
Concordia University, NE
800 North Columbia Ave
Seward, NE 68434
402-643-7451

Memo

To: Budget Owner

From: Lori Read

Date: May 14, 2012

Re: FY13 Budget Forms

Attached is your budget template(s) for FY2013, with targets set by your cabinet officer. For the most part cabinet maintained the same budget targets as FY12. ***Please be advised that targets <u>may be</u> adjusted after you return the budget template.*** Also coming through campus mail is a detailed printout showing all the activity in your organization code through 4-30-2012 to help with your review and forecast. Special notes for FY2013 Budget:

- **Budget templates** – The FY13 budget template has been populated based on FY12 actual. At the bottom of the template is your target. It is labeled "FY13 Budget Target" and is highlighted in yellow. Below the target is a calculated field labeled "Over/(Under) Target" that changes as you updated your FY13 budget. The goal is to have this field be set at zero or (under), which means your budget equals or is below target. If you are over target the amount will show as a positive. If you are under target the amount will show as a negative. We encourage you to look through the different line items for FY13 and reallocate within the different account numbers if needed. For example, in FY12 you may have had a budget and expense for office supplies but in FY13 you plan to cut back on office supplies and move the budget to minor equipment because you have needs in this category, this is the information we would like you to adjust. **Again, it is critical to the budget that you do not go over the target that has been given.** If you have been working with your cabinet officer to increase your budget for a special project then show this in your justification notes as to why you are over your budget target.

  The template is protected and you will only be able to adjust the 'FY13 Budget' line in the 01-12 period columns. The numbers applied in the July-June columns will sum over to the "FY13 Budget Total" column. If you are unable to type in a cell, this means you are in a protected cell that should not be adjusted. This template has been set up for uploading directly into Banner. Changes made to columns or rows may cause errors.

  <u>**Please complete the justification tab of the file and explain what your budget is covering.**</u> This will help you as you document your needs and can we be used a reference in future years. The justification is also referenced if budgets need to be adjusted. If you have good justification for your budget this will help cabinet understand your needs. <u>**If there is no justification attached to the budget the template will be returned as incomplete.**</u>

- **Travel and Conference Fees** – It is especially important for you to tell us what your travel needs are and what conference(s) you plan to attend. Also, please let us know if this conference is a requirement for your area or a conference that you wish to attend for professional growth.

- **Marketing IDT** – Enclosed in your budget packet, which will be arriving via campus mail, is an IDT package. The IDT package was compiled by Andrew Swenson and contains pertinent information for the IDT process. Please review the budget Andrew provided. The organization code is notated at the upper right hand corner of the sheet. <u>***Your budget template needs to match what Andrew provided***</u>. If there is a difference, please work with Andrew to resolve. Your IDT budget and Marketing's IDT budget need to match.

- **Minor/IT Equipment** - Any minor equipment needs that you will need for FY13 should fit within the budget target you have been given. You will not need to have them approved by cabinet but you will need to justify them in your template and fit them within your target. If the equipment is computer related, it is encouraged to contact Kevin Potratz for assistance.

- **Student Employment** – You will continue to budget for this. Attached is a template to help you with the amount you will need to allow for your student labor.

- **Postage/Telephone** – You will not need to budget for postage or telephone lines. However, if you will be having a major mailing that you have not done in the past, please contact me so that I allow for this in the University postage budget.

- **Cell Phone** – There should no longer be a budget in line 70866 for cell phones. In most cases, Concordia is no longer paying for any cell phone plans. We are paying a stipend per month for approved cell phone users. You should now reflect this budget in 60043 for the monthly stipend. If you are not sure on how much to budget for each month please contact Linda Daley at ext 7222 or Janet Hruska at ext 7281 in Payroll.

I will need the following information returned:

Description	**Due Date:**
Completed Budget Template with justification sheet – send via e-email as an attachment	Friday, **June 1**, 2012 to Lori Read
Signed Marketing IDT Agreement – send via campus mail	Friday, **June 1**, 2012 to Andrew Swenson

If you have any questions about the budget process please contact Lori Read x7451 or Shelly Epke x7460. Thank you for helping us with this important fiscal responsibility for Concordia University, Nebraska.

Attachments:

FY13 Budget Template
Year-to-date Activity Printout (Campus Mail)
IDT Package (Campus Mail)
Student Employment Worksheet
Account Numbers with Definitions

Copies of all the budget templates are provided to Deans, department chairs, program directors, and budget owners. Projects of expenses are entered into the templates and then sent back through the appropriate budget approval persons to the Chief Financial Officer. A preliminary budget is approved in June and a final budget is approved in October after enrollment for the academic year has been finalized.