

**BLUE RIDGE COMMUNITY & TECHNICAL COLLEGE**

**BUDGET PACKAGE**

**FISCAL YEAR 2025**

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## OVERVIEW OF FY 2025 BUDGETING PROCESS

The Finance Office will guide and direct the budgeting process. Budgeting for Fiscal Year 2025 (FY25) will utilize a zero-based budgeting technique, in which every dollar requested must be supported by written justification. The justification is a narrative explaining why the proposed expenditure is programmatically or administratively necessary and how it is calculated. While it is acceptable to use prior spending patterns as a guide for estimating future expenses, it is not acceptable to use this history as the justification. Finance will provide payroll data and select account code costs, such as telephone and rent.

Budget templates for each organizational unit and FY25 Budget Request Forms have been provided to the Executive Staff member who is responsible. Each template must be accompanied by a Budget Request form. Forms for new position requests, capital renovations, new technology, and new initiatives are only required if requesting these items.

All budget request submissions will be reviewed and evaluated by a Budget Committee, which is a subset of Executive Staff and agreed upon by the President and CFO. This committee will formulate final recommendations and present them to the Executive Staff for final acceptance. This committee will also review and consider various analyses, tuition and fee increases, state appropriation changes, payroll adjustments, and any item that may affect the budget.

## INSTRUCTIONS FOR COMPLETING FORMS

### 1. Budget Request

- a. Complete the blue section with Fund and Organization information. Examples of entries include:
  - i. Fund Description. For example: Tuition & Fees, Lab Fees, Course Fees
  - ii. Fund Code. For example: 1282, 1284, 1287
  - iii. Organization Description. For example: Human Resources, Nursing, EDET
  - iv. Organization Code. For example: 1210, 5141, 5133
- b. Complete a section for each account for which funds are being requested. Amounts requested must agree to the amounts in the organization budget template. Select a Budget Priority Category (1 – 5) and in the Justification field, explain how this request fits into the selected category. Include any relevant information that may be helpful when the Budget Committee is reviewing the request. Space for calculations is included if providing a calculation or list is helpful in understanding the total. For example, when calculating memberships, include the membership organization, the employee or department receiving the benefit, cost and membership period. Monthly expenses should list the vendor, cost per month and number of months required, followed by the total.

Membership example:

Calculations (if needed)	SHRM	J. Smith	\$ 50.00	Jan 2018 – Dec 2018
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Monthly expense example:

Calculations (if needed):	Vendor	Cost/Mo	# Months	Total
	GST, Inc.	\$ 685.00	12	\$ 8,220.00
	Allied Waste	\$ 550.00	12	\$ 6,600.00
				\$ 14,820.00

- c. When completing a form for a revenue generating fund, enter the estimated revenue in an Account Description section where an expense would normally be listed. The Budget Priority Category may be left blank. The Justification section should explain the source of revenues. A calculation should be present to substantiate the projected revenues.

Calculations (if needed):	# of Sections	Students/Section	Course Fee	Total Fees
Lab 101	3	25	\$ 35.00	\$ 2,625.00
Lab 201	5	15	\$ 70.00	\$ 5,250.00
				\$ 7,875.00

**2. Faculty and Staff Budget Request**

- a. This form is designed to be distributed to all faculty and staff within the organization to facilitate and encourage communication in the budgeting process.
- b. Managers should decide which requests to include in their final budget request submission.
- c. Completed forms will be retained by Finance as evidence for use in the HLC accreditation process.

**3. New Position Request**

- a. This form is used to communicate the need for a new position. It is not used to project filling a vacant position. New position requests must include a department organization chart with the potential new position identified.
- b. Complete all fields on the form. Please seek assistance from the Finance Office if needed.
- c. Fringe benefits should be calculated using the following percentages:
  - i. Full time position up to \$35,000: 40% x annual salary
  - ii. Full time position over \$35,000: 30% x annual salary
  - iii. Part time position: 8% x estimated annual wages
- d. Ancillary items should include the following *minimum* estimates:
  - i. Furniture \$1,000
  - ii. Computer 1,500
  - iii. Phone 300
  - iv. Supplies 200
  - v. Prof. Dev. 500
  - Total \$3,500
- e. 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.
- f. Proposed funding source is the Banner fund (ie. 1282, 1283) or “grant” if the grant fund is not currently established.
- g. Requests must include a budget priority category and justify its alignment with the strategic plan. Also list negative consequences if the request is not approved for FY24.

**4. Capital Renovation Request**

- a. If this is related to a new position or new initiative request, indicate this in the description field. Otherwise, include a general description of the project.
- b. The proposed location is not a guarantee of the final location, but will be taken into consideration if the request is approved.

**5. New Technology Request**

- a. Technology requests should include a breakout of direct costs, service agreements, and any necessary infrastructure cost of upgraded utilities or structures. This category includes new labs, new software programs to be housed in IT Services servers and other significant projects. Use a separate form for each request.
- b. Complete the fields that apply to the request.
- c. Budget priority category and strategic plan alignment must be completed.

**6. New Initiative Request**

- a. New initiatives are defined as programs that represent a service not currently provided by the institution. Examples of new initiatives are new academic or administrative programs. They should not be viewed as incremental changes based on existing services or changes in workload.
- b. Requests should include the following information:
  - i. Relation to strategic plan and mission
  - ii. Proposed timeline
  - iii. Implementation strategy
  - iv. Outcome assessment plan
  - v. Required resources, communicated through appropriate request forms
- c. All request forms submitted for a new initiative should be clearly identified as part of the initiative request.

**TIMELINE FOR BUDGET DEVELOPMENT**

11/8/2023	Email Budget Timeline
11/8/2023	Email Budget Request form to all faculty and staff
11/8/2023	Budget Instructions; T: Drive - Workbooks, Narrative Forms, Website
11/8/2023	Prepare Budget Templates (Blank)
11/8/2023	Budget Package to Org Managers
11/17/2023	Revenue Projections/ Org Managers
12/7/2023	Email due date reminder to Faculty and Staff for Budget Request forms
12/11/2023	Expense Trend and Projection
12/11/2023	Schedule out grant personnel using actual payroll expenses
12/11/2023	Faculty and Staff Budget Requests due to Org Managers
12/11/2023	Distribute Fees worksheets for review and updates
1/12/2024	Strategic Plan Discussion
1/12/2024	Projected Payroll Budget Due; Scenarios
1/12/2024	Final fixed cost estimates due
1/12/2024	Draft One: Departmental Budgets due

1/12/2024	Revenue Projections Due
1/12/2024	Fees worksheets due
1/12/2024	ABC Model Discussion for Budget Increase (if necessary)
1/19/24 - 1/26/24	Budget Committee Reviews Dept Budgets
1/19/24 - 1/26/24	Transfer 'approved' budgets into templates
1/19/24 - 1/26/24	Review and Compile Program and Special Fees; Determine Revenue, update budget templates
1/19/24 - 1/26/24	Budget Analysis as necessary
1/26/2024	Review of Draft One; Determine need for Draft Two
2/7/2024	Draft Tuition & Fee projection and program fees to Board
2/9/2024	Draft Two (If Needed): Departmental Budgets due
2/12/24 - 2/16/2024	Budget Committee Reviews Dept Budgets, Other Reductions; Tuition Increase
2/12/24 - 2/16/2024	Budget Analysis as necessary
2/23/2024	Budget Committee presents Budget Data (Tentative Appropriation funding) to Executive Staff; Determine if more data collection is needed to make final decisions
2/28/2024	BOG Presentation Developed
3/6/2024	BOG: Presentation and Approval of Fees and Tuition Increase
March	Construct final budget (including P&L) with Board approved Fees, T&F rate
Early April	Tuition & Fee Requests due to Council 2 weeks after Legislative Session Adjourns
April	Enter Expenditure Schedules in OASIS (may wish to wait until Council approves increase)
4/30/2024	Expenditure Schedules Due to State (Firm date will be communicated from HEPC)
4/30/2024	BOG: Present Budget; Request Approval, if not received prior approval
June	Budget Approval by Council; CTCS provides forms for budget presentation
6/13/2024	Prepare Banner Budget Load
7/1/2024	Load Banner Budgets

**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 College does not allocate resources for them. For example, a utility provider may increase its rates.
2. **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 College. These costs will be paid even if the College does not allocate resources for them. For example, custodial supplies must be purchased for a new classroom building.
3. **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.

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.
5. Mission & Strategic: This category includes budget requests for initiatives that align with the institutional mission and strategic plan, but have not been identified as a priority.
6. Other: This category includes budget requests that are not assigned to other categories.

## FORMS FOR REQUEST

See attached Excel documents.

- a. Budget Request
- b. Faculty and Staff Budget Request
- c. New Position Request
- d. Capital Renovation Request
- e. New Technology Request
- f. New Initiative Request