

Student Fee and Trust Enterprise Budgeting Instructions

The Student Fee and Trust Enterprise budgeting process combines historical information with proposed budgets for future years. The analysis of proposed budgets is structured around two main components: the analysis of fee revenues and the overall budgeting for a sales and service unit.

Layout

The worksheet is generated by downloading report 16 from the Wolfpack Reporting System (WRS) to an Excel spreadsheet. The two columns on the left side of the budget worksheet have historical data to assist in trend analysis. The five columns to the immediate right of the historical data refer to the current year information: budget, actual and encumbrances as of 2/28/13. The next two columns refer to the continuing budget information. The blank columns on the right are used to prepare your revised FY 2012-13 and proposed budgets for the next fiscal years. Note, for units that collect a student fee an additional column has been added for FY 2014-15 for any proposed change in the approved FY 2013-14 fee.

Where to Start?

Examine the expenditures to date and compare to the yearly budget. The blank column for the Projected FY 2012-13 Activity needs to be populated with the revised total estimate for this current fiscal year's revenue and expenditures.

The last columns on the right refer to future year's budgets, FY 2013-14 through FY 2017-18. In order to complete this section, you must consider all revenue sources supporting your expenditures. For those units in which student revenues are collected the two columns for FY 2014-15 display a projected budget with and without a proposed fee change.

In estimating your FY 2013-14 through FY 2017-18 revenues and expenditures, please utilize the factors provided on the reference sheet. For units which collect student fee revenues, project the anticipated revenues using the enrollment estimates found on the reference sheet. The University has revised the enrollment goal to reach 37,000 total students by the Fall of 2020. For expenses, use the salary, benefit, and operating expense references. The recommended cash balance for each unit is noted on the budget shell and is based on discussions between the Budget Office and unit. Analyze the recommended cash reserve methodology to ensure you would be able to meet your fixed obligations (i.e. rent, salaries, etc.) if your unit were to be closed for a period of time. An example would be if the University had to close as a result of fire, flood or pandemic. If the reserve will not meet your needs, prepare a proposal to change the methodology to best suit your unit's operations.

Budget Narrative

Provide a narrative, detailing factors that have or will have an impact on your budget. How have your operations changed and what has been the impact to your revenues and expenditures? Include any measures you have implemented to reduce expenditures and or improve efficiency.

As you are completing the forecast for future budgets include in the narrative how current operating decisions made this year will impact revenues and or expenditures. If your unit has developed internal goals to reach within the next five years what measures will be implemented to obtain these goals? How will these measures impact future year revenues or expenditures? If different assumptions than those provided on the reference sheet were used that better fit your operations, provide the assumptions in the narrative.

For units that receive student fees, if proposing a change in the fee provide an explanation detailing the need for the change and the proposed usage for the revenues. The information presented in the narrative form will become the documentation reviewed by the various approval committees considering student fee change requests.

For units that do not collect student fees, yet charge for services, please provide the following: a rate listing; documentation of how the rate(s) are determined; the process used to obtain approval to charge the rate; and who ultimately approves the rate(s).

Provide a detailed list of any large one-time purchases or work to be performed in the narrative for the appropriate year. List the estimated amount of expense to be incurred and if the item is to be expended across multiple fiscal years. For any proposed capital project that will be funded by debt, complete the attached Debt Forecast spreadsheet.

Table of Support to Non-Operating Areas

Provide in this table other NC State units/departments that your unit currently assists or plans to assist in the areas of facilities, programming or scholarships. Examples include the following: a unit charges rent for space but offers a reduced rent to another area; a unit donates funds or services so another unit or student group can conduct an event; a unit contributes to the general scholarship fund, Pack Promise, or an internship.

Timeline

Budgeting for FY 2013-14 will be completed by June 30, 2013, and auxiliary budgets will be adjusted to the approved FY 2013-14 budget in the financial system during the month of July. This adjustment of budgets will allow units to view their fiscal resources and manage their projects from the beginning of the fiscal year. It is not feasible to anticipate when and if the state legislature will approve a legislative increase; therefore, we have reserved the month of July to adjust budgets if significant changes occur. Notification of any changes will be sent from the Budget Office.

July is also designated as the month in which revisions are made to fee requests for FY 2014-15. All fee proposal revisions must be completed and submitted by August 17, 2013, as the Student Senate and the Fee Advisory Committee begin the review process in September. Legislative actions may require adjustments to the FY 2014-15 fee request. The Budget Office will send notification to student fee units in early July to request any FY 2014-15 fee request revisions.

Where to Send?

The completed Budget and Fee submission packet (including: fee document, narrative forms, 5-yr budget workbook, and Support for Non-Operation Areas) must be reviewed and signed by the Dean/Provost or Vice Chancellor prior to submission to the Budget Office. The submission should be received in the University Budget Office no later than Friday, March 29, 2013, via email to budgetoffice@ncsu.edu.