Budget Development Procedure

GENERAL FUND:

Revenues:

Tuition

• Inputs include:
  o Number of FYE expected
    ▪ Start with flat enrollment
    ▪ Enrollment Management will work with campus leadership to get more accurate projection
      ▪ Develop a historical base
        o What is our retention rate year to year
        o How many new starts do we traditionally have
        o What is our retention rate from fall to spring
        o What is our average summer enrollment
        o Campus delivery and online delivery separated
          ▪ Will the percent of each delivery mode change for next year
      ▪ Submit to CFO
      ▪ Revised enrollment after spring enrollments are known
    ▪ Are we closing any programs – what is FYE loss
      ▪ Should know program changes
      ▪ Submit to CFO
    ▪ Are we opening any programs – what is FYE gain
      ▪ Determined through new program approval
      ▪ Will enrollment for new program come from current student base?
      ▪ Submit to CFO
    ▪ What FYE is PSEO/Concurrent
      ▪ Concurrent offerings spreadsheet listing anticipated enrollments
      ▪ College in the High School offerings planned
        o Develop form for this
      ▪ General PSEO paid through Department of Education
        o Develop 3 year rolling trend
      ▪ General PSEO paid through ISD contracts
        o Develop 3 year rolling trend
    ▪ Enrollment through CTS credit based deliver
      ▪ Dean of CTS projection
      ▪ Submit to CFO
    ▪ Are there any strategic decisions that will affect FYE
      ▪ Reducing size of a program
      ▪ New/Revised college policies
• New/Revised MnSCU policies
• Cutting back on sections
• Adding more sections
• Submit to CFO

  o Rate of increase
    ▪ Work through several different scenarios
    ▪ Is there any caps imposed by BOT or legislature
    ▪ Will we have any additional program or course tuition
      • Form with requested amount and rationale to CFO
    ▪ Consult with Student Senate
      • Fall, winter, spring
    ▪ Settle on rate
    ▪ Solicit consultation letters from each Student Senate
    ▪ Board approval

  o Uncollectible
    ▪ Determine if percent of uncollectible has changed
      • Analyze 3 year history
    ▪ Factor uncollectible into tuition total

Allocation
• Legislative approved allocation yet?
  o If yes
    ▪ Build known allocation into budget
    ▪ Has MnSCU formula changed?
    ▪ Did we have any large enrollment shifts that will affect our portion of MnSCU allocation
  o If no
    ▪ Build several allocation scenarios based on best known information and guidance from System Office
    ▪ Has MnSCU formula changed?
    ▪ Did we have any large enrollment shifts that will affect our portion of MnSCU allocation
• Adjust allocation as more variables become known

Other Revenue
• Fees
  o Work with Deans/Cabinet to determine if new fees will be assessed
    ▪ Complete form that will include rationale, who is assessed, and amount
    ▪ Submit form to Dean/Cabinet
    ▪ Returned to CFO
  o Determine fee revenues based on enrollments
  o Work with CIO to coordinate technology fee revenues
  o Work with Moorhead leadership for Wellness Fee
    ▪ Annually receive letter of support for wellness fee
  o Finalize rates
  o Consult with Student Senate regarding fee changes
    ▪ Consultation letter to include any fee increases
  o Board approval

• PSEO/Concurrent
  o Determine enrollments in PSEO
  o Contact Dept of Education to get State reimbursement rate
  o Determine courses and enrollments in concurrent and calculate anticipated revenue
    ▪ Use spreadsheet for calculation

• Resale
Communicate with Academic Deans on any changes that will affect resale revenue
  - Provide 3 year history
  - Confirmed resale amounts to CFO
    - Any new programs that generate resale revenue
    - Any closed programs generate resale revenue

Miscellaneous
  - Review other small revenue sources
    - Budget based on 3 year trend
    - Adjust for any known factors

Expenditures:

Personnel
  - Non Faculty
    - Compile spreadsheet of all current non-teaching employees including
      - Anticipated steps
      - COLA
      - Insurance increases as of January
      - Retirement/FICA
      - Known vacant positions
      - Funding source (what fund are they paid from)
    - Verify compiled spreadsheet with Functional Leader
    - Academic Dean compile spreadsheet for athletics and arts and submit
  - Instructional
    - CAO and Academic Deans complete program efficiency review and submit program closures/changes to CFO/CHRO
      - President makes final decision on program changes
      - MSCF notified of program closure/changes and resulting faculty layoff
    - Administrative Assistants develop faculty needs off of course schedule
    - Academic Dean compile spreadsheets for the following and submit
      - Combining/adjusting faculty positions (i.e. part time to full time)
      - Lab assistant request
      - Contracted instruction request
      - Concurrent enrollment courses and projected mentors
    - Human resources complete sabbatical spreadsheet and submit

Non Personnel
  - Supplies/Misc.
    - Roll forward spending pattern from previous year
    - Add to budget needs of new programs
    - Remove budget needs from closed programs
    - Annually review three year spending pattern to determine actual need
      - Compare spending trends of like programs to look for efficiencies
  - Accreditation Visit Expenses
    - From submitted by CAO
  - Equipment
    - Determine level of equipment funding
    - Determine split of equipment money between academics and non-academics
o Academics
  ▪ CAO works with Academic Deans to split funding between campuses
    • Equipment request form completed by programs and submitted to dean
    • Deans work with campus division chairs to allocate to programs
  ▪ CAO works with Academic Deans to review submitted RFPs from programs and award
    RPF allocations
    • What percent/procedure should be used for RFP funds?

  o Non-Academics
    ▪ Equipment request form submitted by functional area and submitted to Provost or Chief
      (CFO, CHRO, CSSO, etc.)
    ▪ Provost works with campus leadership team to prioritize and authorize requests
    ▪ Chief works with staff within function to prioritize and authorize requests
    • New Funds/Position requests
      o Requesting manager complete a new funds request form and submit to CFO
        • If request is for a new position, then the “create/revise position form” must be
          submitted with request
    • Carryforward requests
      o Functional Chief submit request to carry forward unspent budgets to CFO
        • Carryforward request must be for a specific project/need
        • Requests submitted in form of an email with rationale and amount of carryforward
          contained in the email
          • CFO will forward request to President with recommendation
          • President will approval all carry forward

REPAIR AND REPLACEMENT
  • 50% of repair and replacement funds to each campus
    o Split by formula which is 50% by campus headcount and 50% by square feet
    o Director of Facilities oversees approval of campus projects
  • 50% of repair and replacement funds are distributed college-wide:
    • Projects are submitted by campus
      o Is this a form or something else??
    • Projects are prioritized by Director of Facilities for entire college
    • Funds are authorized by President Cabinet
    • Emergency reserve is maintained

PARKING
  • 25% of parking allocation is sent to campuses for maintenance
    o Crack sealing, curb repairs, striping, etc.
  • Current maintenance personnel funded from parking lot is allocated
  • Balance of parking revenues are distributed college-wide:
    o Projects are submitted by campus
    o Projects are prioritized by Director of Facilities for entire college
    o Funds are authorized by President Cabinet