

FY24 Budget Preparation Tips

The Basics

- One operating expense scenario will be prepared in the Colleague Budget Management Module (Colleague)
 - 0% or level-budget scenario (**2024OB0**).
- Budget dollars may be re-allocated across budget lines as needed.
- If additional funding is requested, it must be approved first by your respective dean or vice president and linked to the strategic framework and/or institutional goals.
- When inputting an additional funding request in Colleague, provide support for the request in the justification notes in the system with a tie to the strategic framework and/or institutional goals.
- Step-by-step instructions for inputting your budget are in the Quick Reference Guide.
- Deadline: Student Salary, work study budget requests and operating budgets **February 10, 2023**.

Definitions of Budget Categories

- **Operating expenses** consist of consumable goods or services needed to keep your department running.
 - Examples include copying, office supplies, professional development, travel, advertising, etc.
- **Capital purchases** are items with a cost greater than or equal to \$2,000 and a useful life of more than one year.
 - Examples include certain furniture and equipment, musical instruments, and scientific equipment.
- **Renovations (central capital)** include improvements to building or office space.
 - Examples are painting, carpeting, and adding or removing walls.
- **Non-recurring operating expenses** are one-time expenditures for goods or services that do not meet the definition of a capital purchase.
 - Examples include a one-time consultant fee, equipment that costs \$1,500 each and iPad covers.
- **Student salaries** are the cost of student labor and can be either entirely college-funded or partially subsidized by the Federal Government with work study funds for those students who qualify in their financial aid package.
 - The work study object code is 51022 and the non-work study object code is 51020.
 - The average hourly student rate will be **\$14.60 per hour for FY24 Blended rate**, which is a blended rate.
 - The student hourly rate will be **\$14.20/hour until 12/31/2024** and then is estimated to increase to a rate of **\$15.00/hour**. (Note: The NYS minimum wage rate effective 12/31/24, will be announced around October 1, 2024. For budgeting purposes an estimated rate of \$14.60/hour was used. However, the actual rate issued will be used to charge departments.)
 - Federal work study will subsidize approximately 65% of the hourly rate for those students who qualify for work study funding. The remaining 35% of the hourly rate will be paid by the college.
 - All summer student employment is 100% college funded – work study is not available.
 - Student salaries are budgeted by number of hours and dollars, but only dollars are shown on NazNet.
 - To provide additional information a fiscal year-to-date report is sent to all student worker supervisors after every payroll that shows both hours worked and dollars spent.

Budget Management

- When examining your budget activity throughout the fiscal year focus on total spend not individual expense lines.
- Call expenses what they are and use the expense line (object code) that best describes the expense.
 - Request new object codes from Sue Ahn if needed. A listing of available codes is on our website.

Resources

- Controller's Office Budget Team
 - Sue Ahn, Financial and Risk Management Analyst (x2029) – sahn3@naz.edu
 - Jon Glaza, Asst. Controller (x2030) – jglaza4@naz.edu
 - Kristen Green, Controller (x2024) – kgreen3@naz.edu
 - Bic N. Dihn-Le, Financial and Accounts Payable Analyst (x2036) – bdinhle4@naz.edu
 - Accounting and Financial Reporting Analyst (x2032)
- Online Budget Resources
 - Budget timeline, reference guide and preparation instructions/tips on the Controller's Office website
 - <https://www2.naz.edu/controller/account-and-budget-resources/>
 - Website for submitting student salaries, non-recurring operating expenses and capital/renovation budgets
 - <https://budgeting.naz.edu>