

## FY25 Budget Preparation Tips

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### The Basics

- One operating expense scenario will be prepared in the Colleague Budget Management Module (Colleague)
  - 0% or level-budget scenario (**2025OB0**).
- 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. Any increases will need to be funded by a reduction in another budget line.
- 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 9, 2024**.

### 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 **\$15.25 per hour for FY25 Blended rate**, which is a blended rate.
    - The student hourly rate will be **\$15.00/hour until 12/31/2024** and then is estimated to increase to a rate of **\$15.50/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 \$15.50/hour was used. However, the actual rate issued will be used to charge departments.)
    - Federal work study will subsidize approximately 50% of the hourly rate for those students who qualify for work study funding. The remaining 50% 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.

### 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](mailto:sahn3@naz.edu)
  - Jon Glaza, Associate Controller (x2030) – [jglaza4@naz.edu](mailto:jglaza4@naz.edu)
  - Kristen Green, Controller (x2024) - [kgreen3@naz.edu](mailto:kgreen3@naz.edu)
- 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>