How to Re-Array Your Departmental Base Budget
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Process

Budget Development is an annual process that is comprised of three components each year involving E&G and Auxiliary funds where Division Heads may work with their division to:

1. update their respective Six-Year Strategic plans,

2. provide detailed budgeting requirements for the upcoming fiscal year’s new initiatives, and

3. reallocate base discretionary budgets.
Today’s training will demonstrate how to complete component three of the Budget Development process using a user-friendly worksheet in the Budget Development Module in Self Service Banner.

Divisions are asked to incorporate this component into their internal budget development process. As a result, divisions may have additional instructions and/or deadlines that differ from those provided in this training.

Complete SSB-BDM instructions are available on the OBFP’s website under Resources.
## Internal Budget Process Timeline

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Timeline

The module is made available in January each year after the Our Turn training, and all base discretionary budget reallocations must be completed using this module by the end of February.

Divisions should ensure all reallocation requests are acceptable prior to OBFP’s deadline, and therefore may identify an earlier deadline specific to the division. After February, no additional changes can be made within the module.

The OBFP will notify Division Heads by email in mid-January when the SSB-BDM is available.
Overview

The Self Service Banner Budget Development Module (SSB-BDM) is made available by the Office of Budget and Financial Planning (OBFP) each year to divisions to reallocate the upcoming fiscal year’s base discretionary budgets.

- Adjustments made through this module are permanent, thereby mitigating the need to continually perform one-time budget transfers throughout the fiscal year.

- This module is an efficiency measure and should be used as a planning tool for E&G and Auxiliary funded organizations.

- The FY 2022 base discretionary budgets were calculated using the FY 2021 original base discretionary budget plus/minus any authorized permanent adjustments.

- New funding requests should not be submitted through this process.
Centrally-Managed Budgets

Certain budget categories are managed centrally and are not considered part of the responsibility of the departments or this module.

1. Full-time position budgets will automatically be loaded at authorized levels.

2. Salary and fringe benefit differences as approved in the Appropriation Act.

3. Health insurance cost differences due to open enrollment or eligible life changes.

4. Work study/scholarship wages for E&G only organizations will be budgeted based on your department’s approved allocation of student workers.

5. Auxiliary only: Auxiliary indirect cost budgets will be adjusted by the OBFP unless otherwise noted within your allocation.
Base Discretionary Budgets

In the SSB-BDM Banner Finance users should re-array all necessary discretionary budget dollars to include:

- Part-time and wage positions including the associated FICA are considered discretionary expenditures and must be budgeted as part of the base budget allocation in the SSB-BDM (i.e. 1,500 hour wage, temporary wage, PT-AP, one-time pays, overtime, etc.)

- Nonpersonal Services* (NPS) - NPS budgets should also be reviewed and reallocated to the appropriate budget category as needed to cover anticipated costs using this module (i.e. telecommunications, wireless communication stipends, VBS copiers, travel, maintenance, etc.)

*Refer to OBFP’s Resources page on website for a complete listing of all the discretionary budget pool codes.
https://www.radford.edu/content/budget/budget-office/resources.html
Explanations

It is important that users provide justifications/explanations for budget reallocations in a TEXT field provided in the module.

This feature will document and provide a historical reference for the reviewer and the department regarding the need for the reallocation.
Division Review

Prior to the OBFP deadline, Division Heads should ensure that the division’s total base discretionary budget allocation for each funding source has not been impacted and all changes submitted are acceptable.

For this reason, divisions may require a deadline prior to the OBFP for their area to provide time for final review.

- The organizational lock is a useful tool for this purpose.
- The module’s information can be downloaded into Excel in order to review adjustments.
OBFP Review & Posting

After the deadline, OBFP will review each division’s request primarily to ensure each division’s allocation by funding source has not been impacted.

- Any questions or concerns should be directed to the Divisions.
  - Amendments may be made by OBFP to Division base discretionary reallocations after review with Division Heads or the Division’s fiscal director.

Final base discretionary reallocations will be loaded in each division’s base on July 1.
Summary

Use the SSB process for E&G and Auxiliary budgets.

New initiative funding should not be requested using this module.

Banner Finance users using the module should follow the instructions and deadlines specific to the division.

Division Heads should ensure the Division’s total base budget allocation for each funding source has not been impacted and all changes entered are authorized prior to the lock down date.

If you have questions regarding these procedures, please contact the OBFP.