



BOISE STATE UNIVERSITY
OFFICE OF BUDGET AND PLANNING

MEMORANDUM

TO: Executive Team
FR: Ken Kline, AVP Budget and Planning
RE: 2018-19 Annual Budget Process
DT: December 8, 2017

I am pleased to announce the start of the 2018-19 annual budget planning process. The Office of Budget and Planning will oversee and facilitate a strategic budget request process that will consider funding initiatives that advance the university strategic plan: *Focus on Effectiveness* (<https://academics.boisestate.edu/strategic-plan/>).

Given our current financial projections and prior-year funding commitments, **the central budget request process will be limited** and consider only those **base funding requests** that are most critical to achieving our desired goals. Central budget requests will be gathered in January in order to better inform our tuition rate requests submitted to the Idaho State Board of Education in early March. However, given that a very uncertain State budget process is anticipated next year, consideration for funding new requests will not occur until after the availability of new central resources is known.

Please consider all anticipated funding needs during your annual budget planning process and reallocate base funding as necessary to meet those needs. It is our intention to limit the use of centrally funded SFRs (Special Funding Requests) and MOAs (Memorandum of Agreements) to only those opportunities and challenges that could not have been anticipated during the annual budget planning process.

Budget Process Highlights: (all forms and instruction can be found at: <https://vpfa.boisestate.edu/budget-and-planning/annual-planning-information/>)

Central Budget Requests:

All central budget requests must be prioritized by the Division. Prioritization forms along with central budget requests are due to the Office of Budget and Planning by January 31st. Central budget requests not included on a single prioritization form for the Division will not be considered by the Office of Budget and Planning. For FY19, we will accept the following requests:

1. **Strategic Budget Requests:** Strategic budget requests should be limited to only those critical investments needed next fiscal year to advance our strategic plan and meet our identified targets and objectives. As with any such process, there will be numerous requests for which funding will not be approved. Divisions are encouraged to consider

reallocation of resources as a way of funding these requests. Strategic Budget Request forms are available on our website.

2. **Fixed Cost Increases:** University-wide fixed cost increases are being gathered to better inform the State Board of Education on our needs during the tuition setting process. Those fixed cost increases that meet the criteria established for university-wide fixed costs may be considered for central funding in FY19. These criteria are available on our website along with fixed cost increase request forms. If a decision is made to fund any fixed cost increase for FY19, a budget protocol may be established for the segregation and management of those funds.
3. **Existing central MOAs:** Existing central MOAs must be included on the Division's prioritization form. No additional form is needed. If you have questions regarding any existing central MOAs for your area, please contact your budget analyst.
4. **FY18 base "permanent" strategic budget requests funded with one-time funds in FY18:** Requests may be included on the Division's prioritization form along with a copy of the FY18 request form included as documentation. A new request form is not required. If you need a copy of your FY18 strategic budget request form, please contact your budget analyst.

Each Vice President will determine the process within their Division for gathering and identifying budget requests that will be advanced for consideration.

Base "Permanent" Budget Reallocations: Templates for submitting 2018-19 base "permanent" budget reallocations will be made available in April.

Local Budgets (excluding auxiliaries): For 2018-19, budget submissions will only be required for those areas that wish to change their local budgets or for new local departments. We will communicate details of the local budget process early next year. For student activity fee funded areas, we will work with you to adjust budgets in accordance with approved student activity fee increases.

Auxiliary Budgets: The auxiliary budget process will remain unchanged for 2018-19.

Annual Budget Planning Schedule: The annual budget planning schedule is available on our website. The schedule will be updated throughout the budget process and notifications of changes will be sent to the Office of Budget and Planning email distribution list (google group). If you would like to be added to the distribution list, please contact myself or your budget analyst.

CEC (Change in Employee Compensation): The CEC process is dependent on the outcome of the State budget process as well as SBOE tuition setting process. Historically the State budget has included funding for only a portion of the approved CEC pool amount. The remaining funds have come from tuition rates increases. The State Board of Education is currently scheduled to take action on 2018-19 tuition and fee rates at their April 18-19 meeting. All communications regarding the CEC process will come from the Department of Human Resources and/or the VP/CFO.

If you have any questions or concerns, please contact myself, Irene Pedraza, or the budget analyst for your area.