



BOISE STATE UNIVERSITY
OFFICE OF BUDGET AND PLANNING

MEMORANDUM

TO: Executive Team
FR: Ken Kline, AVP Budget and Planning
RE: FY 2019-20 Annual Budget Process
DT: December 12, 2018

I am pleased to announce the start of the FY 2019-20 annual budget planning process. The State budget outlook for next year remains uncertain primarily as a result of Idaho tax law changes passed earlier this year. We will initiate a central budget request process now, however, at this time we do not know if central discretionary funds will be available to fund new requests. More information will be known in January when the Governor publishes the Executive Budget recommendation. The legislature typically approves a budget for higher education in late March and the State Board of Education is scheduled to approve tuition rates on April 17.

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 March 29. 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 FY20, we will accept the following requests:

1. **Strategic Budget Requests:** Strategic budget requests should be limited to those critical investments needed to advance our strategic plan and meet our identified targets and objectives. In addition, opportunities requiring funding that were identified on program prioritization updates may be submitted as strategic budget requests. 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 FY20. These criteria are available on our website along with fixed cost increase request forms. Fixed costs requests which do not meet these criteria will not be considered by the Office of Budget and Planning.
3. **Existing central MOAs approved in FY19:** Existing central MOAs that were approved this fiscal year 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. **FY19 strategic budget requests funded with one-time funds in FY19:** Requests for base funding may be included on the Division's prioritization form along with a copy of the FY19 request form as documentation. A new request form is not required. If you need a copy of your FY19 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 Budget Reallocations: Templates for submitting 2019-20 base budget reallocations will be made available in April.

Local Budgets (excluding auxiliaries): For 2019-20, budget submissions will only be required for those areas that wish to change their local budgets or for new local departments. Details will be communicated early next year. For student fee funded areas, budgets will be adjusted in accordance with approved student fee increases.

Auxiliary Budgets: The auxiliary budget process will remain unchanged for 2019-20.

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 2019-20 tuition and fee rates at their April 17-18 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.