FY25 (AY24/25)
Capital-Technology and Budget
Planning and Schedules

October 2023

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Academic Affairs
Agenda

- Summary FY25 Budget Office Timeline
- AA Capital-Technology Requests
- AA Budget Process and Schedule
- AA Budget/Expenditure/Agreements P&P’s
- Questions, Comments and Recommendations?
- Wrap-up
Budget Office Timeline

- November/December: Budget Office Training on New .csv template and overview of FY25 Budget Process
- Early December: Budget Office provides templates and guidance to VPs/AD
- **January 31**: budget requests due to Budget Office from all VPs/AD except Provost
- February: meetings with CFO and each VP/AD to review requests
- **February 28**: budget requests due to Budget Office from Provost
- Early March: meeting with CFO and Provost to review requests
Budget Office Timeline

- March 31: Final FY25 budget proposal due to include in Board of Trustees materials
- Early May: Board of Trustees to review FY25 budget for approval
- May and June: Budget Office loads approved unrestricted and endowed budgets into Banner
- July: Budget Office reviews restricted fund balances and approved restricted budgets, collaborates on any needed revisions, and loads approved restricted budgets into Banner
FY25 Capital & Technology Request Process Phase 1

- Early-Mid October: Capital/IT Memo and Templates Distributed
- October-November: Units Solicit Input from Chairs, Directors, Faculty and Staff
- Early December: Units consolidate, prioritize and finalize lists
- December 8/11: College/Schools/Units submit final lists to Provost and Executive Director of AA
FY25 Capital and Technology Request Process Phase 2

- **Mid-December:** Provost reviews, meets with Deans and Unit Leaders as necessary
- **January 5:** Provost submits final lists to Facilities and IT
- **January 8-26:** Meetings with Facilities and IT as needed

- **February-March:** Identify projects to be funded by Facilities and IT in FY25

- **March:** Identify projects, resources and schedule to complete approved “shovel-ready” projects to be completed by June 30, 2024 using FY24 funds (depending on availability and approvals).
Capital-Technology Funding
Availability and Template Review

- Limited to $0 Available from Facilities and use of FY24 Uncommitted Operating
  - Do not ask, no one is aware of needs
  - Some requests are covered by Facilities R&R and IT Computer replacement schedule

- Data Elements
  - Priority; Priority Category; Description, Total Project Cost (quote, estimate, guestimate); FY25 Capital $; FY25 IT $; Proposed Funding Source(s); Justification

- Categories for Priority Purposes
  - Enrollment-Driven; Strategic Initiative; Safety/Compliance; New Revenue Generation; Other
FY25 Academic Affairs Budget Process (Projected Schedule)

- Early December: Receive University Budget Guidance
- Early December: Academic Affairs Budget Guidance issued to College/Schools/Library/PO Units
- Mid-December through mid-January: College/Schools/Library/PO Units develop budgets
- Late January  **Budgets due – smaller units**
- Late January – Early February: Budget meetings – smaller units
FY25 Academic Affairs Budget Process (Projected Schedule)

- **Early February:** Budgets due – larger units
- **Early to mid-February:** Budget meetings – larger units
- **Mid-late February:** Provost’s review
- **March 1:** AA budgets submitted to Budget Office (or sooner if feasible)
- **March – Early April:** Budget Office Review; Recommends to VP Ops/President’s Cabinet
FY25 Academic Affairs Budget Process (Projected Schedule)

- **Early May:** BOT Review/Approval of Budget

- **June:** FY25 Operating and Endowed Budgets uploaded into Banner

- **Late July:** Restricted budgets updated and uploaded into Banner
All budget changes/requests, PO and check requests, ICA’s and P-Card charges:

- Require approval IAW Signature Authority Guidelines ($750 Department; $1,500 Dean Level, $5,000 Executive Director, Over $5,000 Provost)
  - CAS: All restricted/gift and endowment transactions approved by Dean
  - All major IT purchases need to be approved by IT (quotes from IT)
  - Grants: All transactions require approval by PI/PD and Assistant Director of Post Award Administration

Academic Affairs Agreements/Contracts/Awards:
- Signed by Provost, CFO or AVP Finance/Risk Mgt
Purchase Order Requests, Independent Contracts, and Supplier/Service Provider Contracts/Agreements/MOU’s)

- **Request for Purchase Orders (PO’s) or “Req’s” (Requisitions):** purchasing off-the-shelf items or with University “P-Card”

- **Contracts/Checklists for Service-providers:**
  - Lecturer/Guest Speaker
  - Entertainment/Artist
  - Event Coordinator
  - Sports Referee and Official Services
  - Student Activity and/or Equipment Vendor
  - Alcohol/Bartending Services
  - Food/Catering Services
  - Outside Consultant/Independent Contractor
  - [https://www.stetson.edu/administration/finance/contractor-agreements.php](https://www.stetson.edu/administration/finance/contractor-agreements.php)
  - Include Scope of work, terms/conditions and special payment terms

- **Supplier or Service-provider Contracts:**
  - May be attached as an addendum or rider to our standard contract (easiest method), or
  - May require negotiations with Risk Management and Legal Office support (longer time to take to executing/signing the agreement)
FY25 Capital and Technology; Budget Process/Schedules and Signature Authority Guidelines

Thank YOU
For
All That
YOU DO!!