

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

***October 2023***

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# 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, guesstimate); 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

# Academic Affairs Budget, Expense & Agreement Guidelines

- ◎ 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>
  - > 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!!