To: Deans and Directors

From: Katrina Spence*, Budget Director

Date: April 13, 2015

Subject: FY16 Operating Budget Submission

I write to request your assistance with the development and submission of non 2-Ledger budgets for each of the units under your direction. This is not only an important planning tool for you and your department, but a necessary building block as we construct the FY16 University budget.

Unrestricted Non-Sponsored Program Accounts (3-Ledger and 4-Ledger)
As in previous years, all Schools/Colleges/Units with budgets supported exclusively by fees and/or self-generated revenues must submit FY16 spending plans for each account using the provided Budget Submission Form. As part of the workbook we will supply data for these accounts with FY13 and FY14 end-of-year actuals and FY15 year-to-date actuals to assist you in the budget process. As a reminder, in KFS we budget for revenue and expenses as well as transfers in and transfers out of individual accounts. This process provides the University with a clearer picture of fiscal plans and expectations for each unit.

Each School/College/Unit’s budget should balance on an annual basis. Please note that any spending plan which relies on the use of a prior year fund balance will be closely scrutinized. In addition, adjustments to the budget during the fiscal year will be closely reviewed for accuracy before approval. If you anticipate any significant changes in your operations from the prior year, please inform your Budget Analyst as changes in any of these ‘actors may significantly impact the FY16 budget. Budget submissions are due by Friday, May 1, 2015.

Collective Bargaining Increases and Fringe Benefits
Per the SEBAC agreement, there will be collective bargaining salary and wage increases in FY16. Information on these increases will be provided with the Budget Submission template and can also be found on the Budget Office website www.budget.uconn.edu.

The estimated fringe benefit rate table on the Budget Office website should be used for submissions. The official memo with the University Programs fringe benefit rates for FY16 will be published as soon as we receive information on the retirement and health insurance components developed by the State of Connecticut Office of the State Comptroller. These rates are typically released at the end of June.
Information/Open Sessions
The Budget Office will be holding open sessions for any Fiscal Officer who has questions or needs assistance in completing the budget submission template. These will be held in the training room of the Budds building (room 215) from 9 to 10am on Thursday, April 16th and Tuesday, April 21st and on Tuesday, April 28th from 1 to 2pm. Feel free to drop by during this time. You can also set up time on an individual basis by contacting your Budget Analyst.

Thank you for your assistance in this matter and for submitting the required forms by the due date of Friday, May 1, 2015. Documents and forms relating to the development of the FY16 Operating (non 2-Ledger) Budget Submission, including Instructions and Inflationary Guidelines, are available on the Budget Office’s our website: www.budget.uconn.edu.

If you have questions, please reach out to your Budget Analyst or call the Budget Office at (860)-486-6288.

Sincerely,

Katrina Spencer