



Budget Preparation Manual

FY 2021-22

January 2021

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Purpose

The purpose of this manual is to assist departments/offices and divisions in the preparation of the following budget requests:

- E&G General Fund operating and capital equipment (non-academic enhancement funded)
- E&G Special Program, E&G Self-Supporting and Auxiliary revenue, salary and benefits, operating, and capital
- Academic Enhancement-department/college
- Academic Enhancement-department/college equipment replacement and project (replaces academic equipment requests)
- E&G Graduate Assistantship
- E&G Student Employment

Budget preparation, like planning, is a multi-level, bi-directional process involving communication from the President, Vice Presidents, Deans, Directors, and Chairs. Ultimately, financial management is decentralized to managers who are held accountable. Budget requests should be based on divisional priorities that are consistent with approved University/College strategic initiatives and goals. This manual will detail how and when communication should take place in order to arrive at budgets that support unit activities and processes and overall University operations for the upcoming fiscal year.

The Process

Initial E&G & Auxiliary Budget Submission (CPP22) and Current Outlook

The initial E&G budget for FY2021-22 was submitted to the State System on September 4, 2020. This budget was part of a CPP submission which included figures for the two fiscal years just completed (FY2018-19 & FY2019-20), the current fiscal year (FY2020-21), the budget request year (FY2021-22), and the future year (FY 2022-23). As required by the State System, this submission included personnel right-sizing plans to meet the following requirements by July 1, 2022 (pre-integration): a) 19.4:1 student to faculty ratio and b) a balanced budget by July 1, 2022. The following salient assumptions, most of which are required by the State System as part of the budget submission process, were used for FY 2021-22:

- 1.8% annualized FTE enrollment increase
- 1.0% tuition increase
- 1.0% increases for the following fees which comprise the majority of the E&G fee revenue: Technology Tuition, Academic Enhancement, and Student Success
- No increase in State Appropriation
- Staffing assumptions reflect a targeted Faculty reduction of 21 FTEs and Non-Faculty reduction of 70 FTEs.
- Salary/wage and benefit increase assumptions that align with State System assumptions, which included a **2.8% increase for salaries and wages for faculty and non-represented employees, 3.1% for SCUPA and Coaches, 3.2% for the AFSCME bargaining unit, and 3.4% for the OPEIU bargaining unit. Projected increases for healthcare/annuitant hospitalization (0.0%-4.00%) and retirement benefits (0.0%-4.80%) are included for all units.**
- CPI increase included (2.4%), where appropriate, for non-E&G base operating/capital budgets

FY 2021-22 INITIAL E&G BUDGET SUBMISSION (CPP22; September 4, 2020)

Revenue/Sources	Request Year (projected) FY2021/22
Tuition	\$74,573,637
Fees	20,938,858
State Appropriation	38,405,845
All Other Revenue	4,805,138
Total Revenue/Sources	\$138,723,478
Expenditures and Transfers	
Compensation Summary:	
Salaries & Wages	\$68,023,954
Benefits	34,852,962
Subtotal, Compensation	\$102,876,916
Student Financial Aid	6,458,654
Utilities	2,428,723
Other Services and Supplies	23,612,751
Subtotal, All Services and Supplies	\$32,500,128
Capital Expenditures & Transfers	2,786,551
Total Expenditures/Transfers	\$138,163,595
Revenue/Sources Less Expenditures/Transfers	\$559,883

Although the initial FY 2021-22 E&G budget submitted on September 4, 2020 projected a slight surplus, the impacts of potential integration and the ongoing pandemic on enrollment and state appropriation remains to be seen. For example:

- As of November 2020, official fall 2020 FTE enrollment was 2.9% below the initial CPP projection, largely due to the COVID-19 induced pivot to full online learning on August 31, 2020. If this enrollment dip is maintained, an annual deficit of \$2.1M in tuition revenue beyond what was initially project for FY 2021-22 may result.
- While the Board of Governors tentatively approved a 1% increase in tuition rates for the 2021-22 fiscal year, as included in the assumptions above, fiscal pressures facing our students and their families may alter this tentative approval, further reducing available revenue. Final tuition rates for FY 2021-22 will be set in April 2020.
- Although no increase over the FY 2020-21 state appropriation was built into the FY 2021-22 initial projection, it is possible that less funds are received given the pressures on both the short- and long-term financial outlooks due, in large part to the impacts of COVID-19 on the Commonwealth's tax base.

Personnel right-sizing, being done over a two-year span (FYs 2020-21 and 2021-22), is being steadily achieved through a number of avenues, including the elimination of vacant positions. As of November 2020, non-faculty FTEs were in line with current projections and the fall student to faculty ratio was 18.5:1 compared to an expected 19.1:1. Personnel-right sizing will continue, in a way that minimizes the impact to current faculty and staff, so that the budget is balanced and the required student to faculty ratio of 19.4:1 is met by July 1, 2022 (pre-integration).

The initial FY 2021-22 Auxiliary operations budget projected a balanced budget with use of \$1.0 million transferred into operations from the Auxiliary plant fund. This projection assumed a return to normal operations. However, the ongoing impact of the pandemic may alter this projection. Since March 2020, auxiliary operations, particularly housing and dining, have been significantly impacted by the pandemic. As of November 2020, an additional \$8.7M shortfall, above the \$4.1M originally projected, was estimated for FY 2020-21, largely due to the pivot to fully remote learning that occurred early in the fall 2020 semester. This shortfall is expected to grow as spring 2020 occupancy rates continue to decline. These revenue declines force a use of reserves, without another source of revenue, which impacts long term financial projections. On December 27, 2020, the Coronavirus Response and Relief Supplemental Appropriations Act, 2021 was signed into law, providing relief to universities across the country as they respond to the coronavirus impacts. While allocation of this funding is still being determined, it is likely that a significant portion of Bloomsburg's allocation will go toward the shoring up of Auxiliary reserves.

While the E&G General Fund and Auxiliary reserves provides a short-term alternative to help close the gap while the institution continues to work on the long-term budget improvement initiatives outlined above, it is not a long-term, sustainable solution.

As the institution moves toward it's required pre-integration metrics (19.4:1 student to faculty ratio and a balanced budget), the budget improvement initiatives listed below (primarily focused on salary and benefits and enrollment increases), will need to continue:

- Retention Initiatives
- Ongoing faculty, staff, and administration workforce planning and program cost review
- Personnel cost improvement initiatives
- Support programs review and prioritization
- Strategic enrollment planning project
- Strategic resource allocation

As new and updated information related to the FY 2021-22 E&G and Auxiliary budgets becomes available, it will be built into the Spring 2021 budget briefing which is expected to be delivered in March/April 2021.

**E&G General Fund Operating and Capital Equipment (Non-Academic Enhancement Funded)
Line Item Budget Requests**

As was communicated by President Hanna on July 22, 2019, E&G base operating budgets were reduced in FY2020-21 using the average of unspent funds from the FY17/18 and FY16/17 budgets. The base budgets were also temporarily reduced due to limited travel opportunities resulting from COVID-19. The temporary travel reduction has been added back to the base budget in each area starting in FY2021-22. Each Vice President and Assistant Vice President/Dean/Director may reallocate funds within his/her division/area so that resources are appropriately aligned with budget need. If, after the initial base budgets are distributed, it becomes clear that there will be significant changes to revenue and/or expenditures projections, these budgets will be subject to change.

Budget steps and timeline subject to revision pending updates from the State System and/or the Commonwealth. Changes, if any, will be communicated as soon as known.

Budget Step	Timeline
1. Budget office sends request for computer services and telecommunication budgets to Assistant Vice President Technology & Library Services	December 2020
2. President sends FY21/22 budget preparation letter to Executive Staff	December 2020
3. Vice Presidents meet with Assistant Vice Presidents, Deans and/or Directors to set guidelines for development of departmental budgets	January 2021
4. Budget office distributes FY21/22 Budget Preparation Manual	January 2021
5. Budget office sends operating and capital line item budget requests to President and Vice Presidents for distribution to Assistant Vice Presidents, Deans, and Directors, as appropriate	February 15, 2021
6. Computer services and telecommunication budgets due to Budget office from Assistant Vice President Technology & Library Services	February 15, 2021
7. Academic Department Heads and Directors submit operating and capital line item budget requests to Deans and Vice Presidents, as appropriate	March 8, 2021
8. Deans and Vice Presidents review operating and capital line item budget requests with Academic Department Heads and Directors and make adjustments and reallocations, as appropriate	March 8-15, 2021
9. Final operating and capital line item budget requests due to Vice Presidents for approval	March 15, 2021
10. Approved operating and capital line item budgets due to the Budget office	March 29, 2021
11. Budget office sends request for utilities budget to Assistant Vice President for Facilities Management	April 2021
12. Utilities budget due to Budget office from Assistant Vice President for Facilities Management	May 21, 2021
13. Budget office notifies budget holders of approved operating and capital line item budgets	June 28, 2021
14. FY21/22 budgets available in SAP	July 1, 2021

E&G Special Programs, E&G Self-Supporting, and Auxiliary Budget Requests

Budget steps and timeline subject to revision pending updates from the State System and/or the Commonwealth. Changes, if any, will be communicated as soon as known.

Budget Step	Timeline
1. President sends FY21/22 budget preparation letter to Executive Staff	December 2020
2. Vice Presidents meet with Assistant Vice Presidents, Deans, and/or Directors, as appropriate, to set guidelines for development of budgets	January 2021
3. Budget office distributes FY21/22 Budget Preparation Manual	January 2021
4. Budget office sends budget requests to Vice Presidents and Deans with a copy to Academic Department Heads, Assistant Vice Presidents, and Directors, as appropriate	February 15, 2021
5. Vice Presidents and Deans review budget requests with Assistant Vice Presidents, Academic Department Heads, and Directors, as appropriate, and make adjustments and reallocations as necessary	March 8-15, 2021
6. Final budget requests due to Vice Presidents for approval	March 15, 2021
7. Approved budgets due to the Budget Office	March 22, 2021
8. Budget office notifies budget holders of approved budgets	June 28, 2021
9. FY21/22 budgets available in SAP	July 1, 2021

Academic Enhancement Department/College Line Item Budget Requests

Budget steps and timeline subject to revision pending updates from the State System and/or the Commonwealth. Changes, if any, will be communicated as soon as known.

Budget Step	Timeline
1. President sends FY21/22 budget preparation letter to Executive Staff	December 2020
2. Vice Presidents meet with Assistant Vice Presidents, Deans, and/or Directors, as appropriate, to set guidelines for development of budgets	January 2021
3. Budget office distributes FY21/22 Budget Preparation Manual	January 2021
4. Budget office sends academic enhancement line item budget requests to Provost/Vice President of Academic Affairs and Assistant to the Provost for distribution to non-Academic Vice Presidents, Assistant Vice Presidents, Deans, and Directors, as appropriate	February 15, 2021
5. Non-Academic Vice Presidents, Academic Department Heads and Directors return academic enhancement line item budget requests to Assistant to the Provost, Deans, Assistant Vice Presidents, and Vice Presidents, as appropriate	March 8, 2021
6. Assistant to the Provost, Deans, Assistant Vice Presidents, and Vice Presidents review academic enhancement line item budget requests with Academic Department Heads and Directors and make adjustments and reallocations, as appropriate	March 8-15, 2021
7. Assistant to the Provost reviews academic enhancement line item budget requests with Non-Academic Vice Presidents and makes adjustments and reallocations, as appropriate.	March 8-15, 2021
8. Final academic enhancement line item budget requests due to Vice Presidents for approval	March 15, 2021
9. Approved academic enhancement line item budgets due to the Budget office	April 19, 2021
10. Preliminary FY21/22 budgets available in SAP	July 1, 2021
11. Assistant to the Provost and the Budget office finalize academic enhancement budgets	July 1 – July 30, 2021

Academic Enhancement Department/College Equipment Replacement and Project Requests

Budget steps and timeline subject to revision pending updates from the State System and/or the Commonwealth. Changes, if any, will be communicated as soon as known.

Budget Step	Timeline
1. President sends FY21/22 budget preparation letter to Executive Staff	December 2020
2. Assistant to the Provost meets with Assistant Vice President, Deans, and/or Directors, as appropriate, to set guidelines for development of budgets	January 2021
3. Assistant to the Provost sends out the call for academic enhancement equipment replacement and project requests to Assistant Vice President, Deans, and Directors, as appropriate	January 2021
4. Budget office distributes FY21/22 Budget Preparation Manual	January 2021
5. Academic Department Heads, Directors, and Assistant Vice President submit academic enhancement equipment replacement and project requests to Deans, Assistant to the Provost, and Provost/Vice President of Academic Affairs, as appropriate (Reference Appendices A and B)	March 15, 2021
6. Deans, Assistant to the Provost, and Provost/Vice President of Academic Affairs review Academic enhancement equipment replacement and project requests with Academic Department Heads, Directors, and Assistant Vice President and make adjustments, as appropriate	March 15-19, 2021
7. Final academic enhancement equipment replacement and project requests due to Assistant to the Provost for approval	March 19, 2021
8. Assistant to the Provost notifies Assistant Vice President, Deans, and Directors of approved academic enhancement equipment replacement and projects	April – May 2021
9. Assistant to the Provost transfers budget to department/office funds center. Preliminary equipment replacement and project line item budgets available in SAP	August 20, 2021
10. Assistant to the Provost finalizes academic enhancement equipment replacement and project budgets	August 20, 2021

E&G Graduate Assistantship Budget Request

(Note: Reference Appendix C for Flow Chart)

Budget steps and timeline subject to revision pending updates from the State System and/or the Commonwealth. Changes, if any, will be communicated as soon as known.

Budget Step	Timeline
1. Graduate Studies office sends request for Graduate Assistantships to President, Vice Presidents, and Deans	October 2020
2. Graduate Program Coordinator, Job Supervisor, Area Director, or Faculty submits GA Request form to appropriate Graduate Program Coordinator for approval	October 2020
3. Budget office notifies Graduate Studies office of base funding pools for graduate assistantships (GA) – waiver and stipend	October 2020
4. Graduate Program Coordinator determines the GA Request is suitable for students in their program, signs the form, and forwards to College Dean. College Dean sends the signed form to the Graduate Studies office	November 19, 2020
5. Graduate Studies office notifies department/office if position is appropriate for GA and if position will receive funding from GA base pool budget for 6 credit waiver and ¼ time stipend (10 hours/week).	February 5, 2021
6. Graduate Program, Department/office, or Faculty can consider a Graduate Student Work Study position by following established hiring procedures for positions determined not appropriate for GA. The Department can post the position or contact Financial Aid to post the position. (It is anticipated that this option will be utilized infrequently)	
7. Department/office identifies alternate funding options to increase the position by ¼ time (10 hours) if approved position is for ½ time (20 hours/week) - based on notification from Graduate Studies office - see #5 above. Possible funding options include: <ul style="list-style-type: none"> • Use of department/office E&G and/or Academic Enhancement operating budget • Use of Dean/Director, Vice Provost, Vice President, or President residual carryforward reserves or re-allocation of funds within the college or division, etc. • Reallocation of Academic Enhancement department/office operating budgets • External funding sources 	<p>March 15, 2021</p> <p>March 15, 2021</p> <p>March 15, 2021</p> <p>April 30, 2021</p>
8. Department/office submits “GA Alternate Funding Source for Stipend and/or Waiver” form to Graduate Studies office if the position is not fully funded from GA base pool budget – based on notification from Graduate Studies office – see	May 5, 2021

#5 above (Reference Appendix D)	
9. FY21/22 budget available in SAP in Graduate Studies funds center	July 1, 2021
10. Graduate Studies office transfers budget for stipend and waiver to department/office funds center for portion of GA funded by GA base pool budget. Transfer for waiver is estimated based on in-state tuition	On or after July 1, 2021
11. Graduate Studies office sends list of GA students and alternate funding sources to Budget office	September 9, 2021
12. Graduate Studies or Budget office transfers budget to department/office funds center for portion of GA funded by alternate source (non-GA base pool budget). Reference #7 above.	On or after September 10, 2021

E&G Student Employment Budget Requests

Budget steps and timeline subject to revision pending updates from the State System and/or the Commonwealth. Changes, if any, will be communicated as soon as known.

Budget Step	Timeline
1. President and Vice Presidents determine amount of state and federal work study funds available in total and by division	April 19, 2021
2. Budget office sends request for budget allocation by funds center to President and Vice Presidents for distribution to Deans, Assistant Vice Presidents, and Directors, as appropriate	April 26, 2021
3. Approved budgets allocated by funds center due to the Budget office	June 18, 2021
4. FY21/22 budget available in SAP	July 1, 2021

E&G General Fund Residual Budget Carryforward Program

On April 8, 2020, President Hanna issued a memorandum regarding restrictions on discretionary spending during the COVID-19 emergency and changes to the FY 19/20 carryforward programs. The strategy for the FY 20/21 carryforward will remain consistent, as outlined below:

- E&G General Fund - All unspent base operating budgets remaining in departmental budgets at the conclusion of FY 2020-21 will be swept to the Institutional Reserve.

The amount of remaining operating or capital funds will be determined after the accounting and budget offices have completed the fiscal year end closing process. Definitive timelines will be issued in July upon receipt of State System reporting deadlines.

Carryforward Process	Timeline
1. Carryforward of FY20/21 open commitments (purchase requisitions, purchase orders, travel requests, and funds reservations) and associated budgets to FY21/22	Beginning approximately July 27, 2021
2. Carryforward of FY20/21 residual budget to FY21/22	Beginning approximately August 14, 2021

E&G Special Programs, E&G Self-Supporting, and Auxiliary Carryforward Program

On April 8, 2020, President Hanna issued a memorandum regarding restrictions on discretionary spending during the COVID-19 emergency and changes to the FY 19/20 carryforward programs. The strategy for the FY 20/21 carryforward will remain consistent, as outlined below:

- E&G Special Programs, E&G Self-Supporting (non-Academic Enhancement) – Remaining balances will be reviewed at the conclusion of FY2020-21 will be carried forward 100% within the special programs and self-supporting funds centers. Use of carryforward balances will be monitored.
- Any remaining funds will be carried forward at 100% within the Auxiliary fund centers. Use of Auxiliary carryforward balances will be monitored.

Carryforward Process	Timeline
1. Carryforward of FY20/21 open commitments (purchase requisitions, purchase orders, travel requests, and funds reservations) and associated budgets to FY21/22	Beginning approximately July 27, 2021
2. Budget office sends final budget status reports and carryforward template requests, as necessary, for E&G funds with large balances to be carried forward (Reference Appendix E)	Approximately July 30, 2021
3. Carryforward of FY20/21 residual budget to FY21/22	Beginning approximately August 14, 2021

Academic Enhancement Carryforward Program

On April 8, 2020, President Hanna issued a memorandum regarding restrictions on discretionary spending during the COVID-19 emergency and changes to the FY19/20 carryforward programs. The strategy for the FY 20/21 carryforward will remain consistent, as outlined below:

- Remaining balances will be swept into a central Academic Enhancement reserve.

Transfers from the residual budget carryforward funds centers will only be made for uses approved by the appropriate Vice President in consultation with the President.

The amount of remaining personnel, operating, or capital funds will be determined after the accounting and budget offices have completed the fiscal year end closing process. Definitive timelines will be issued in July upon receipt of State System reporting deadlines.

Carryforward Process	Timeline
1. Carryforward of FY20/21 open commitments (purchase requisitions, purchase orders, travel requests, and funds reservations) and associated budgets to FY21/22	Beginning approximately July 27, 2021
2. Carryforward of FY20/21 residual budget to FY21/22	Beginning approximately August 14, 2021

Definitions

E&G General Fund-Funds Centers that start with "1011".

E&G Special Program-Funds Centers that start with "1012".

E&G Self-Supporting-Funds Centers that start with "1013".

Academic Enhancement-Funds Centers that start with "1013" in Fund 1013010000.

Auxiliary-Funds Centers that start with "1021-1024".

Please contact Eileen Pulaski-x4029, Julie Kaschak-x4022, or Audra Halye-x4700 with questions.

Appendices

APPENDIX A - Academic Enhancement Equipment Replacement Form

ACADEMIC ENHANCEMENT EQUIPMENT REPLACEMENT – FY 2021-22

Requests for the replacement of classroom/lab equipment should be submitted on the form below to Amy Osborne, Provost's Office, Carver Hall after Chair and Dean/Director approval. |

*Multiple items may be submitted in prioritized list form

Deadline: March 15, 2021



QUOTES SHOULD BE ACCURATE AND INCLUDE NECESSARY SUPPLEMENTAL ITEMS SUCH AS MAINTENANCE AGREEMENTS, CABLES, ADAPTERS AND INSTALLATION COSTS

College/Unit:	
Department:	
Academic Enhancement Fund Center (if established):	Commitment Item:
Requestor:	
Academic Year:	
<input type="checkbox"/> Technology needs have been addressed (if appropriate)	<input type="checkbox"/> Duplication check
Strategic Priority:	
List all funding sources and the percent being requested from Academic Enhancement:	
Equipment requested:	
Academic Enhancement Justification: Must support general instructional operations or academic facilities.	
Replacement: Include life cycle of equipment being replaced.	
Total Budget: Please attach quotes for all equipment and all installation costs, including facilities charges expected.	
Requestor Signature:	Date:
Department Chair Approval:	Date:
College Dean/Director Approval:	Date:
Provost Approval:	Date:
Additional Comments/Information:	

NOTE: If approved, completion of a budget template may be required.

AO 11-25-15 – Academic Affairs

APPENDIX B - Academic Enhancement Project Request Form

ACADEMIC ENHANCEMENT PROJECT REQUEST – FY 2021-22

Proposals for academic enhancement projects should be submitted on the form below to Amy Osborne, Provost's Office, Carver Hall after Chair and Dean/Director approval.

Deadline: March 15, 2021

*Multiple items may be submitted in prioritized list form



QUOTES SHOULD BE ACCURATE AND INCLUDE NECESSARY SUPPLEMENTAL ITEMS SUCH AS MAINTENANCE AGREEMENTS, WARRANTIES, CABLES, AND INSTALLATION COSTS

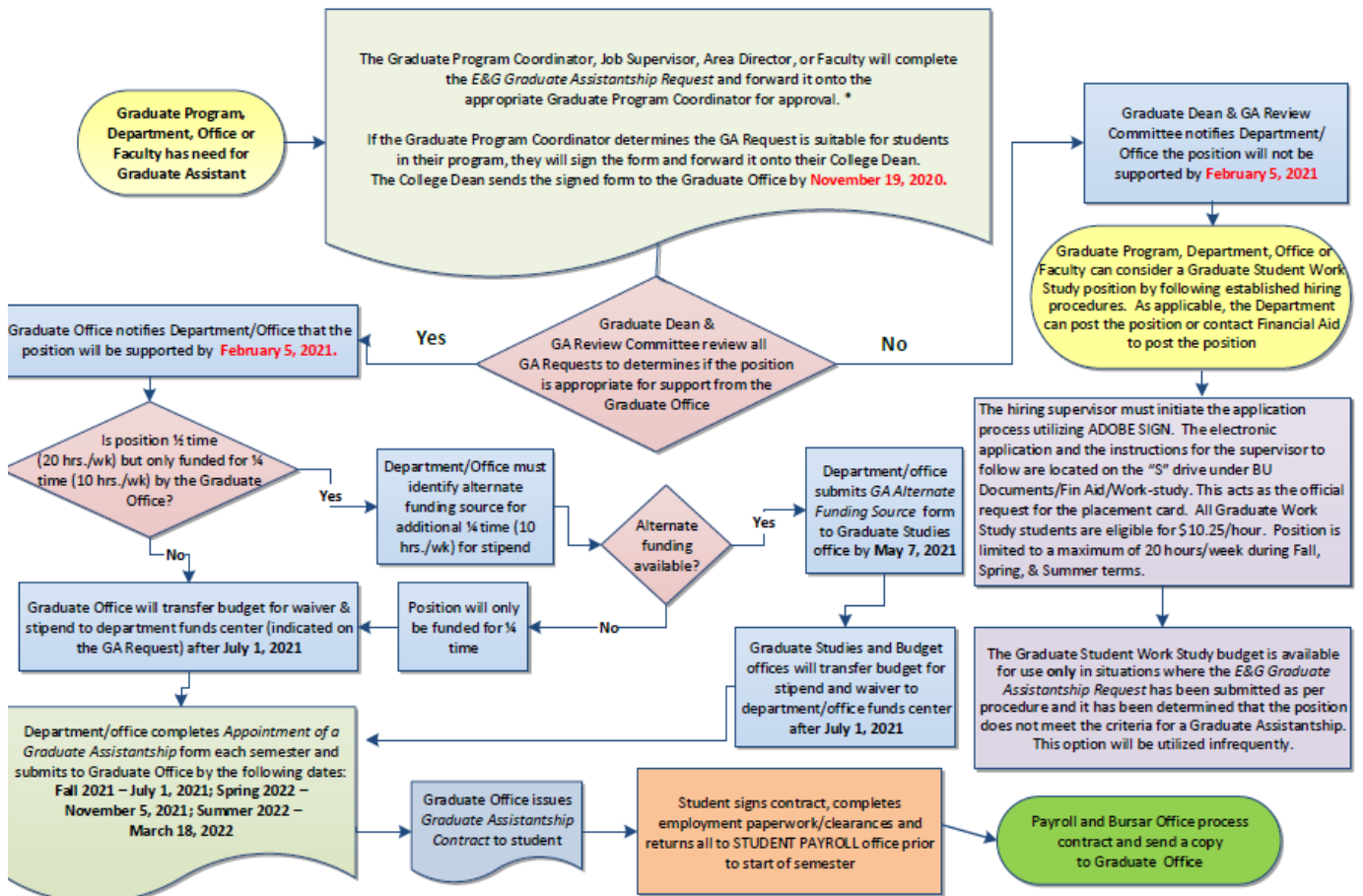
College/Unit:	
Department:	
Academic Enhancement Fund Center (if established):	Commitment Item:
Requestor:	
Academic Year:	
<input type="checkbox"/> Technology needs have been addressed?	<input type="checkbox"/> Duplication check
List all funding sources and the percent being requested from Academic Enhancement:	
Project Description:	
Academic Enhancement Justification: Must support general instructional operations or academic facilities.	
Linkage to Strategic Plan(s) (Department/College/Unit/University):	
Anticipated Outcomes:	
Assessment Plan:	
Total Budget: Please attach quotes for all equipment and all installation costs, including facilities charges expected.	
Requestor Signature:	Date:
Department Chair Approval:	Date:
College Dean/Director Approval:	Date:
Provost Approval:	Date:
Additional Comments/Information:	

NOTE: If project is approved, completion of a budget template may be required.

AO 11-25-15 – Academic Affairs

APPENDIX C - E&G Graduate Assistantship Budget and Process Flowchart

E&G Graduate Assistantship Budget and Process Flowchart for Academic Year 2021-2022



* All GA Requests MUST fit into an existing Graduate Program at BU. Therefore all GA Requests will be approved by the Graduate Program Coordinator of the Graduate Program in which the GA Request best fits.

** Students must complete the FASFA, the student employment application (found on the "S" drive under BU Documents/Fin Aid/Work-study) for the semester in which they will be working, be scheduled for at least 6 credits in a graduate program, and a placement card issued and signed to student payroll prior to requesting the Differential Pay Request form. The form must include justification for the pay increase and must be signed by respective vice president and then sent to financial aid for approval.

APPENDIX D – E&G Graduate Assistantship Alternate Funding Source for Stipend and/or Waiver Form



E&G Graduate Assistantship Alternate Funding Source for Stipend and/or Waiver 2021/2022

This form is used to notify the Office of Graduate Studies of an alternate funding source for the Graduate Assistantship (GA) stipend and/or waiver when the Graduate Assistantship is not funded by the GA base pool budget. It is the responsibility of the department to obtain funding. Please complete the form, obtain approval signature(s), and return to the **Office of Graduate Studies by May 7th, 2021**. The Office of Graduate Studies or the Budget office will enter budget transfers. For questions on this form, contact the Office of Graduate Studies or the Budget office. Individual departments/offices will be required to cover out of state tuition costs, if the GA waiver is not funded by the GA base pool budget. If your GA Appointment is a non-resident, you will be required to resubmit this form with the required additional funds to cover the out of state tuition difference (please see other side of this form for exact costs).

Possible sources of funds:

- Use of department/office E&G and/or Academic Enhancement operating budget;
- Use of Dean/Director, Vice Provost, Vice President, or President residual carryforward reserves or reallocation of funds within the college or division;
- External funding sources
- Increase to Academic Enhancement department/office operating budgets

Department/Office REQUESTING Funding for APPROVED GA

(If you are requesting funds for multiple GAs, please complete a SEPARATE form for each GA request)

Dept./Office Name: _____ Dept./Office Funds Center #: _____

(Budget will be transferred into the salary & benefit commitment item(s) in this Funds Center
CI 530581 stipend CI 598581 waiver)

Stipend Amount (\$): _____ Waiver Amount (\$): _____

(Print & Sign) Program Coordinator/Job Supervisor Date

Funding Source

Funds Center #: _____

(Budget will be transferred from this Funds Center # into the Dept./Office Funds Center # in the section above)

Commitment Item(s) # to transfer funds from: _____ Amount (\$): _____

(Budget will be transferred from this Commitment Item(s) # into the Stipend & Waiver Commitment Item for the Dept./Office Funds Center # listed in the section above) (Must equal Stipend Amount & Waiver Amount above)

(Print & Sign) Dean/Director/Asst Vice President/Vice President/President Responsible for this Funds Center Date

Funding Source

(Complete only if there are multiple funding sources)

Funds Center #: _____

Commitment Item(s) # to transfer funds from: _____ Amount (\$): _____

(Print & Sign) Dean/Director/Asst Vice President/Vice President/President Responsible for this Funds Center Date

APPENDIX E – E&G Self-Supporting Personnel, Operating, & Capital Budget Available Balances – Example

COLA Non-Personnel Status Report for FY 2020-2021

As of 7/17/21

Funds Center		Current Budget	Commitments	Actuals	Commitments & Actuals	Remaining	Remaining
		\$	\$	\$	\$	\$	%
1011020500	Liberal Arts	\$xxxx.xx	\$xxxx.xx	\$xxxx.xx	\$xxxx.xx	\$xxxx.xx	xx,x%
1011020501	Special Initiatives	\$xxxx.xx	\$xxxx.xx	\$xxxx.xx	\$xxxx.xx	\$xxxx.xx	xx,x%
1011020502	Inst Culture & Socie	\$xxxx.xx		\$xxxx.xx	\$xxxx.xx	\$xxxx.xx	xx,x%
1011020506	Anthropology	\$xxxx.xx	\$xxxx.xx	\$xxxx.xx	\$xxxx.xx	\$xxxx.xx	xx,x%
1011020508	Art & Art History	\$xxxx.xx		\$xxxx.xx	\$xxxx.xx	\$xxxx.xx	xx,x%
1011020510	Haas Gallery of Art	\$xxxx.xx	\$xxxx.xx	\$xxxx.xx	\$xxxx.xx	\$xxxx.xx	xx,x%
1011020514	Economics	\$xxxx.xx	\$xxxx.xx	\$xxxx.xx	\$xxxx.xx	\$xxxx.xx	xx,x%
1011020516	English	\$xxxx.xx	\$xxxx.xx	\$xxxx.xx	\$xxxx.xx	\$xxxx.xx	xx,x%
1011020520	History	\$xxxx.xx	\$xxxx.xx	\$xxxx.xx	\$xxxx.xx	\$xxxx.xx	xx,x%
1011020522	Languages & Cultures	\$xxxx.xx		\$xxxx.xx	\$xxxx.xx	\$xxxx.xx	xx,x%
1011020524	Mass Communication	\$xxxx.xx	\$xxxx.xx	\$xxxx.xx	\$xxxx.xx	\$xxxx.xx	xx,x%
1011020528	Philosophy	\$xxxx.xx	\$xxxx.xx	\$xxxx.xx	\$xxxx.xx	\$xxxx.xx	xx,x%
1011020529	Political Science	\$xxxx.xx		\$xxxx.xx	\$xxxx.xx	\$xxxx.xx	xx,x%
1011020530	Psychology	\$xxxx.xx	\$xxxx.xx	\$xxxx.xx	\$xxxx.xx	\$xxxx.xx	xx,x%
1011020532	Soc/Soc Welf/CJ	\$xxxx.xx		\$xxxx.xx	\$xxxx.xx	\$xxxx.xx	xx,x%
1011020537	Social Work	\$xxxx.xx	\$xxxx.xx	\$xxxx.xx	\$xxxx.xx	\$xxxx.xx	xx,x%
1011020538	Communication Study	\$xxxx.xx		\$xxxx.xx	\$xxxx.xx	\$xxxx.xx	xx,x%
1011020539	Music/Theater/Dance	\$xxxx.xx	\$xxxx.xx	\$xxxx.xx	\$xxxx.xx	\$xxxx.xx	xx,x%
1011160205	COLA Res Bud CF	\$xxxx.xx		\$xxxx.xx	\$xxxx.xx	\$xxxx.xx	xx,x%
Overall Result		\$xxxxxx.xx	\$xxxxxx.xx	\$xxxxxx.xx	\$xxxxxx.xx	\$xxxxxx.xx	xx,x%