



# FY 2021 Planning & Budget Development Workshop

November 20, 2019

Makola Abdullah, President

Kevin Davenport, Vice President of Finance/Chief Financial Officer

Donald Palm, Sr. Vice President for Academic and Student Affairs/Provost

Tia Minnis, Associate Vice Provost/Executive Director of Institutional Effectiveness

Adrian Petway, Executive Budget Director



# Agenda

- I. FY 2020 Budget Overview (current year)
- II. FY 2021 Planning & Budget Development Process
- III. Review of FY 2021 Budget Instructions



# FY 2020 Budget Overview

- 4,363 Student Headcount
- 4,059 Full-Time Students
- 2,475 On-Campus Students
- 74% (In-state) / 26% (Out-of-state)
- 0% increase in Tuition for In-State Undergraduates
- 3% Increase in Tuition for In-State Graduate and all Out-of-State students
- 3% Increase in Mandatory Fees for all students
- 3% Increase in Housing / 3% Increase in Food Service
- E&G Non-Personal Budget reduced by 5%



# New Items from The Commonwealth FY 2020

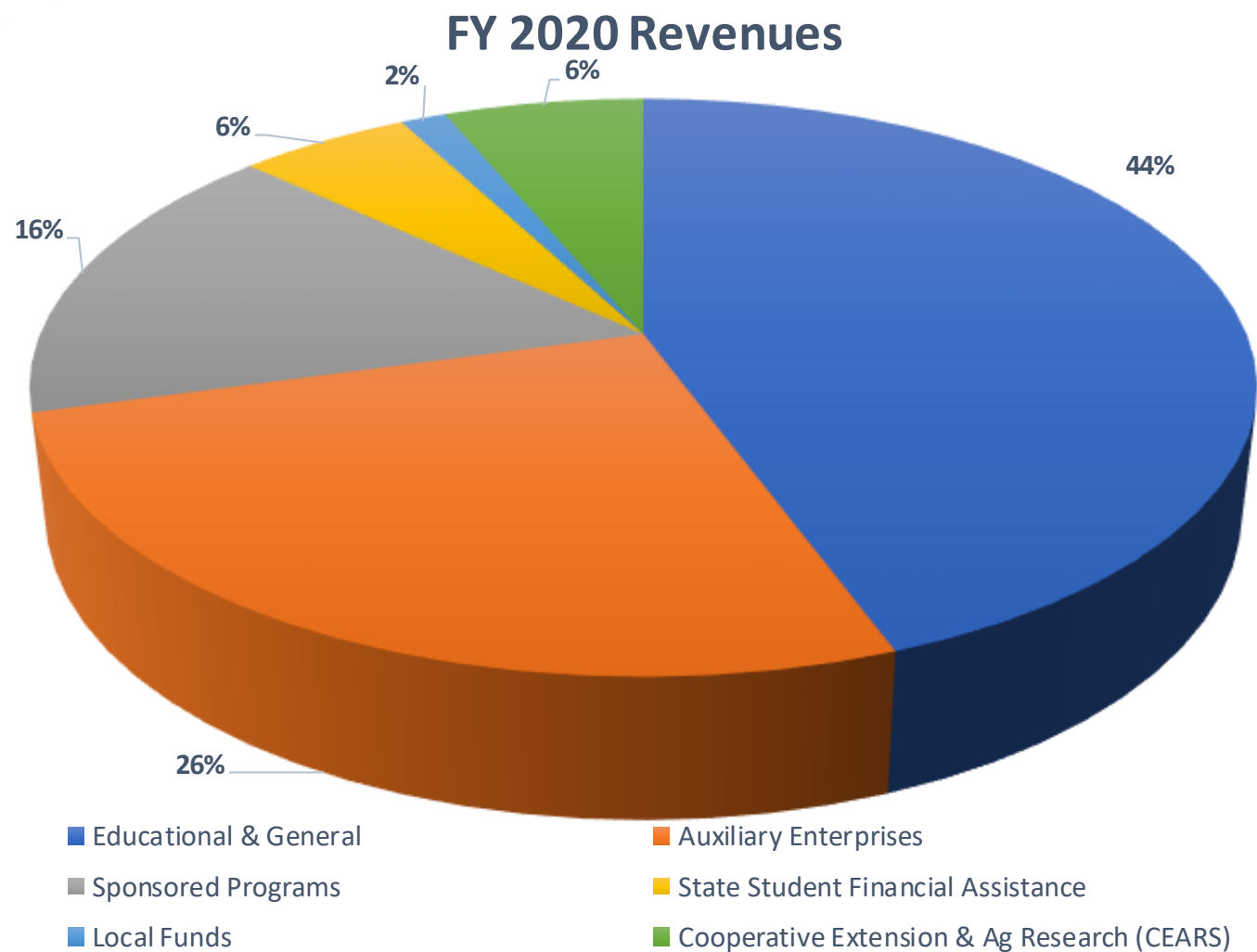
- Tuition Moderation (\$1,250,000)
- Salary Increases
- Graduate Engineering Program (\$299,286)
- Agricultural Research Positions (\$234,000)
- Additional Financial Aid (\$891,314)
- Year 2 funding for Network Modernization and Police Radios (\$721,198)
- STEM Graduates (\$480,710)
- O & M Costs (\$75,000)



# Budgeted Revenues Comparison

|   |            |            |            |       |
|---|------------|------------|------------|-------|
| General Funds                                     | \$ 35,211  | \$ 38,889  | \$ 3,678   | 10.4% |
| Non General Funds                                 | \$ 40,475  | \$ 39,182  | \$ (1,293) | -3.2% |
| <b>Total E&amp;G</b>                              | \$ 75,686  | \$ 78,071  | \$ 2,385   | 3.2%  |
|   |            |            |            |       |
| Auxiliary Enterprises                             | \$ 45,625  | \$ 46,236  | \$ 611     | 1.3%  |
| Sponsored Programs                                | \$ 28,448  | \$ 28,448  | \$ -       | 0.0%  |
| State Student Financial Aid                       | \$ 8,616   | \$ 9,507   | \$ 891     | 10.3% |
| Local Funds                                       | \$ 2,526   | \$ 2,526   | \$ -       | 0.0%  |
| Cooperative Extension & Agriculture Research Svcs | \$ 11,032  | \$ 11,076  | \$ 44      | 0.4%  |
| <b>Total Revenue</b>                              | \$ 171,932 | \$ 175,864 | \$ 3,931   | 2.2%  |
|   |            |            |            |       |

# Where Does the Money Come From?





# Budgeted Expenditures Comparison

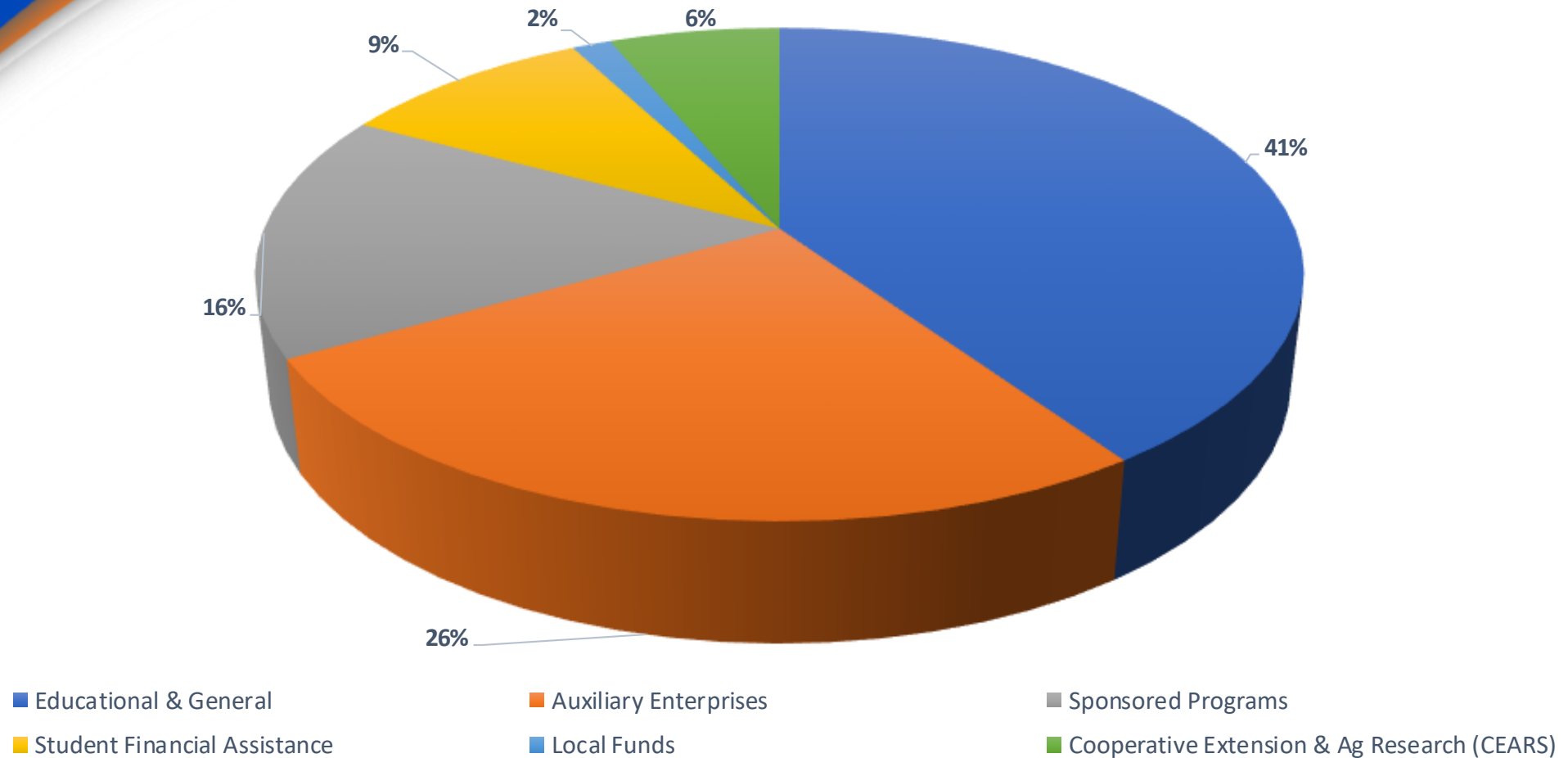
| Education & General (E&G):                     | <u>2019</u>       | <u>2020</u>       | <u>Change \$</u> | <u>Change %</u> | <u>% of Budget</u> |
|--|-------------------|-------------------|------------------|-----------------|--------------------|
| Instruction                                    | \$ 39,338         | \$ 40,864         | \$ 1,526         | 3.9%            | 57%                |
| Research                                       | \$ 1,165          | \$ 1,195          | \$ 30            | 2.6%            | 2%                 |
| Public Service                                 | \$ 45             | \$ 46             | \$ 1             | 3.5%            | 0%                 |
| Academic Support                               | \$ 5,091          | \$ 5,252          | \$ 162           | 3.2%            | 7%                 |
| Student Support                                | \$ 4,728          | \$ 4,897          | \$ 169           | 3.6%            | 7%                 |
| Institutional Support                          | \$ 12,346         | \$ 12,625         | \$ 279           | 2.3%            | 18%                |
| Operation & Maintenance of Plant               | \$ 5,978          | \$ 6,195          | \$ 218           | 3.6%            | 9%                 |
| <b>Total Education &amp; General (E&amp;G)</b> | <b>\$ 68,690</b>  | <b>\$ 71,075</b>  | <b>\$ 2,385</b>  | <b>3.5%</b>     | <b>100%</b>        |
|  |                   |                   |                  |                 |                    |
| Auxiliaries                                    | \$ 45,625         | \$ 46,236         | \$ 610           | 1.3%            |                    |
| Sponsored Programs                             | \$ 28,448         | \$ 28,447         | \$ -             | 0.0%            |                    |
| Student Financial Assistance                   | \$ 15,612         | \$ 16,503         | \$ 891           | 5.7%            |                    |
| Local Funds                                    | \$ 2,526          | \$ 2,525          |                  | 0.0%            |                    |
| Cooperative Ext & Agr Research Svc             | \$ 11,032         | \$ 11,076         | \$ 45            | 0.4%            |                    |
| <b>Total Expenditures</b>                      | <b>\$ 171,932</b> | <b>\$ 175,864</b> | <b>\$ 1,546</b>  | <b>2.3%</b>     |                    |





# Where Does the Money Go?

## FY 2020 Proposed Expenditures





# QUESTIONS



# FY 2021 Planning & Budget Development Process

Focused on Strategic Priorities



# Strategic Priorities

- Increase Student Opportunity and Access to Higher Education
- Sustain Academic Excellence
- Provide a Transformative VSU Experience that Supports the Holistic Development of Students
- Define the VSU Brand and Tell our Story
- Increase and Diversify Financial Resources and Enhance Operational Effectiveness
- Enhance the Land Grant Mission of the University



# FY 2021 Planning & Budget Development Process

| Chairs/Account Managers   | Deans/Directors of Administrative and Educational Support (AES) Units  | OPIE (Office of Planning and Institutional Effectiveness)  | Provost and Sr. VP/VPs   |
|---|--|--|--|
| <ol style="list-style-type: none"><li>1. Develop department <b>annual plan</b> and determine department <b>budgetary needs</b>.</li><li>2. Meet with respective college dean and Department head to discuss <b>plan</b> and <b>budgetary needs</b> and determine final department plan and budget proposal.</li></ol> | <ol style="list-style-type: none"><li>1. Develop college- or unit-wide <b>annual plan</b> and <b>budgets</b> based on department needs and College and/or Unit priorities.</li><li>2. Present College and Department <b>plan</b> and <b>budget</b> to Academic &amp; Student Affairs. Non - Academic Units present to Directors.</li></ol> | <ol style="list-style-type: none"><li>1. Review all proposed <b>Annual plans</b> and <b>budgets</b>.</li><li>2. Provide feedback to plan developers as needed.</li><li>3. Present proposed plans to Sr. VP/ Provost and VPs for AES Units for final review and approval.</li></ol> | <ol style="list-style-type: none"><li>1. Provost/Sr. VP approves plans for Academic Affairs and Student Affairs.</li><li>2. Appropriate VP approves all other plans.</li></ol> |

# FY 2021 Planning & Budget Development Process

## WHAT MUST BE SUBMITTED

**#1**

All Strategic Plan  
Report Cards for  
College Deans/  
Administrative and  
Educational Support  
Units

**#2**

All Strategic Plan Report  
Cards for College  
Departments

**#3**

Annual Projections –  
Question Sheet to  
Support Strategic Plan  
Report Cards

**#4**

Annual Plans and  
Budgets for FY 21 (AY  
2020-2021)



# FY 2021 Planning & Budget Development Process

## IMPORTANT TO NOTE:

**#1**

Budgets will **not** be considered without an annual plan.

**#2**

All plans **must** be aligned with the Strategic Priorities of the University

**#3**

Budgets approved by the Provost/Sr. VP or VP are **tentative** pending the President and final Board of Visitors approval.

**#4**

**Final budget approval** will be reported back to the deans and AES Unit heads after the final Board of Visitors' approval



# Planning & Budget Development Timeline

| Term   | Due Date                          | Action  |
|--------|-----------------------------------|---|
| Fall   | May - July 2019                   | Review Sessions/ Workshops on Division/ Department Strategic Plan and Annual Plan and Budget Requirements |
|        | October 31, 2019                  | First Draft of Strategic Plan, Annual Plan and Budget Submission Due                                      |
|        | November 13, 2019                 | Notification of Budget Kick-Off meeting sent to campus community  |
|        | November 20, 2019                 | Budget Kick-Off Engineering Building Auditorium 10:00AM-12:00PM Led by President                          |
|        | December 13, 2019                 | Updated/ Revised Planning Documents & Proposed Budget Due to Institutional Effectiveness                  |
|        | December 20, 2019                 | Final Budget request Due to Budget Office   |
| Spring | January 21, 2020                  | Budget reports to President and VP Council Prioritize Budget Request                                      |
|        | January 22, 2020 - March 13, 2020 | Budget Office Prepares Budget Package   |
|        | March 23, 2020                    | Budget Package Due to VP of Finance   |
|        | March 27, 2020                    | VP of Finance Final Discussion with President   |
|        | April 24, 2020                    | BOV Approves FY 2021 Budget   |
| Summer | June 2020                         | FY 2021 Budget Discussion with Campus   |
|        | June 15, 2020 - July 1, 2020      | Annual Plan and Budget adjustments based on approved budget   |



# QUESTIONS



# FY 2021 Budget Instructions

## *University Departments*

### *E&G and Auxiliary*

#### Non-Personal Services (NPS)

1. Complete Appropriate Budget Request Forms
2. Receive Required Approvals
3. Submit to Budget office

#### Personal Services (PS)

1. Review PS Listing, make corrections and approve
2. Submit form to the Budget office by December 20, 2019



# Request for Additional Funds

1. Use this form to request additional funds submit over the current service level.
2. Obtain required approvals.
3. Approval will be communicated back to you once the BOV approves the budget.



## Budget Office Form to Request Additional Funds – Fiscal Year 2021

### Section 1: Department Information

1. Department/Index:
2. Account:
3. Circle Request Type: E&G      AUX
4. Are you currently receiving Title III Funding:      Yes      No

### Section 2: Amount Requested and Justification

4. Amount Requested:
5. Strategic Priorities:

6. Justification:

### Section 3: Approvals

Prepared by

Print Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

Account Manager

Print Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

Dean or Director

Print Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

Vice President

Print Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_



# New Fees

1. Use this form to request new fees.
2. Provide an explanation as to how the fee was derived and how the revenues will be used.
3. Obtain required approvals.
4. Approval will be communicated back to you once the BOV has approved the fees.



## Proposed and Revised Fee Form Fiscal Year 2021

Department Name: \_\_\_\_\_

Prepared by: \_\_\_\_\_ Date: \_\_\_\_\_

Title of Proposed Fee: \_\_\_\_\_

Proposed Fee Amount: \_\_\_\_\_ Index # \_\_\_\_\_

Purpose of the Fee: \_\_\_\_\_

Will the Fee create savings to a current Index? \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, how much? \_\_\_\_\_

If no, why? \_\_\_\_\_

Projected amount of revenue: \_\_\_\_\_

How is revenue derived? \_\_\_\_\_

How will the revenue be used? \_\_\_\_\_

\*\*\*\*\*

Please check one of the following:

Approved: \_\_\_\_\_ Not Approved: \_\_\_\_\_

\_\_\_\_\_  
Vice President Signature

\_\_\_\_\_  
Date



# Cost Savings Submissions

1. Use this form to submit cost saving ideas for your department or the University.
2. Explain your suggestions, what the actions involved will be and the anticipated cost savings.
3. Obtain required approvals.

## VIRGINIA STATE UNIVERSITY

COST SAVING SUBMISSION: FY 2021

|       |                         |
|-------|-------------------------|
| UNIT: | PERSON COMPLETING FORM: |
|-------|-------------------------|

Please submit cost savings suggestions for the FY 20-21 budget. This form is for your unit. However, university wide suggestions are also welcome.

| # | REDUCTION SUGGESTION                           | Requirements   | Additional Cost Explanation  |
|---|--|--|--|
| 1 | Example:<br>Reduction in travel to conferences | a. Curtail conference attendance to 1 to 2 employees per conference. They will then come back and train the rest of the staff. | Average cost of conference \$2,500. Reduction of 2 employees is a \$5,000 savings. |

Approvals: \_\_\_\_\_

Dean or Director \_\_\_\_\_ Date \_\_\_\_\_

# QUESTIONS



# Budget Office contacts

**Adrian Petway**— Board of Visitors, President, General Counsel, Internal Audit, Finance, Administration, IT and Capital Outlay

**Mary Weaver**— Academic Affairs

**Cynthia Pegram-Ervin** —Research and Economic Development, Student Engagement, DPPS, Institutional Advancement, Agency 234