



Phillips Community College of the University of Arkansas 2023-2024 Budget Guidelines

BUDGET TIMELINE

Week of March 27 th	VC`s & Budget Directors should run budget reports in Workday to view current year actual
April 12 th	Approved Budget Requests due to Business Office
April 1 st thru mid-April	Budget discussions with Executive Council, Budget Directors, and Chancellor
April 12 th thru April 18 th	Final Budget preparation by Business Office
April 20 th	Preliminary Budget presented to Chancellor
April 28th	BUDGET DUE TO UA SYSTEM OFFICE

BUDGET REQUEST NARRATIVE

Budget Directors and VC`s will run actual expense reports in Workday (see attached) for each department they have budget authority. A FY23 Budget Request Form, and a Request for One-Time Purchases (equipment/major purchases) will be emailed to each budget director.

FY24 revenue estimates are not complete at this time, but the best we can hope for is to be revenue neutral. With no increases in state funding, and possible declines in enrollment, we will most likely face a net decrease in available resources for FY24. In addition, funding for the athletic program will have to be included in the FY24 budget. With these in mind, please carefully review your budgets for any areas for cost savings. Possible areas for savings are: vacant positions that will not be filled, unused/expired maintenance or software agreements, excess travel funds, or unspent supplies/services.

If you would like to schedule a time to review/discuss your individual budget, please contact either Stephanie Terry (ext.1272) or Stan Sullivant (ext.1274) to set up an appointment.

We will attempt to hold a budget meeting via Zoom during April for all Vice Chancellors and budget directors to discuss budget issues and/or requests as needed/requested.



Phillips Community College of the University of Arkansas

2023-2024 Budget Guidelines

The following steps may be helpful in determining your budget request for FY24:

- Review your current budget and your actual FY23 year-to-date expenses (see attached screenshots for instruction in Workday) to be sure that everything charged to your departmental budget is accurate.
- **Review recurring expenses such as maintenance contracts and support agreements to be certain they are still relative and necessary.**
- Project your departmental expenses for the rest of the year.
- **Verify all employees and percentage of time for each being charged to your departments (see attached screenshots on how to view this in Workday).**

- Based on your review in the previous steps and using your FY23 budget as a guide, prepare your proposed FY24 departmental budgets using the Budget Request Form.
 - Regular salaries and benefits will be added by the Business Office, but please be sure to review/include salaries and benefits for any adjunct, overload, or part-time extra-help you may have in your department. For budgeting purposes, benefits are calculated at 35% of the salary amount.
 - Remember to include **all costs** that are attributable to your department, especially interdepartmental charges such as **copier charges**, printing, telephone/long distance, and fuel charges/mileage for use of college vehicles. The Business Office may adjust for copier rental/overage charges if necessary.
 - Even though budgets are entered into Workday/Adaptive as either Travel or Supplies/Services, please break down your budget request as much as possible for evaluation purposes.

- Please prepare your budget request using the provided forms and return them to the Business Office or your Vice Chancellor by the appropriate deadline.
 - **Please prepare a separate Budget Request Form for each department.**
 - **Please remember to submit your Budget Request to your Vice Chancellor or equivalent for approval before it is submitted to the Business Office.**
 - Budgets will be review/evaluated by the VC's and the Business Office with the final budget prepared by the Business Office.

- Please list one-time needs such as equipment replacement or other major purchases on the Request for One-Time Purchases form. Once again, please prioritize your request and be as reasonable (but honest) as possible. Funds will be very limited, however; this form will provide a record of your request and if for some reason additional funds become available during the year, we may be able to go back and grant some of the highest priorities.



**Phillips Community College of the
University of Arkansas
FY2024 One-Time Budget Request Form**

Budget Director _____

**Department Name/Cost
Center Number** _____

Priority Number	Description/Justification	Amount Requested
#1		
#2		
#3		
#4		
#5		
	Total One-Time Purchases Requested	\$ -

_____ **Budget Director** _____ **VC/Department Head** _____ **Business Office**

Be sure to list in order of importance & include a detailed justification for all one-time purchase requests.

Comments: