

# FY 2025 Budget Training

Southern Illinois University Carbondale



# FY 2025 Budget Cycle Schedule

BUDGET PHASES	STARTING	ENDING	BUDGET PHASES	STARTING	ENDING
MEETINGS WITH CABINET LEVEL AREAS	2/5/2024	2/23/2024	BOARD MEETING	4/11/2024	
BOARD MEETING	2/8/2024		VCAF REVIEW	4/15/2024	5/3/2024
GOVERNOR'S STATE ADDRESS	2/21/2024		STATE BUDGET TARGETS RELEASED	5/6/2024	5/10/2024
TRAINING SESSIONS	2/26/2024	3/1/2024	CAMPUS PREP/DATA ENTRY - STATE BUDGETS	5/13/2024	5/31/2024
CAMPUS PREP/DATA ENTRY - NON-STATE BUDGETS	3/4/2024	3/22/2024	STATE BUDGET FINAL REVIEW	6/3/2024	6/7/2024
CABINET LEVEL REVIEW	3/25/2024	4/12/2024	FINALIZE SYSTEM REPORTS	6/10/2024	6/28/2024

JANUARY							FEBRUARY							MARCH							APRIL							MAY							JUNE									
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S			
	1	2	3	4	5	6						1	2	3							1	2		1	2	3	4	5	6					1	2	3	4							1
7	8	9	10	11	12	13	4	5	6	7	8	9	10	3	4	5	6	7	8	9	7	8	9	10	11	12	13	5	6	7	8	9	10	11	2	3	4	5	6	7	8			
14	15	16	17	18	19	20	11	12	13	14	15	16	17	10	11	12	13	14	15	16	14	15	16	17	18	19	20	12	13	14	15	16	17	18	9	10	11	12	13	14	15			
21	22	23	24	25	26	27	18	19	20	21	22	23	24	17	18	19	20	21	22	23	21	22	23	24	25	26	27	19	20	21	22	23	24	25	16	17	18	19	20	21	22			
28	29	30	31				25	26	27	28	29			24	25	26	27	28	29	30	28	29	30					26	27	28	29	30	31		23	24	25	26	27	28	29			
														31																					30									



# Non-State Process

- Worksheets distributed to Cabinet Level budget staff via Teams next week
  - Position budgets for Salaries
  - FY23 actuals, FY24 Y-T-D as of 1/31/24, and FY24 current budget for OTS
- Enter permanent changes to prior budget
- Add comments for every adjustment
- Enter FY25 OTS budgets into the on-line system
- Finalize worksheets and budget entry by **March 22, 2024** for Budget Office and Cabinet Level review
- VCAF review in April and May
- VCAF finalizes Board Reports by the end of June



# Non-State Guidelines

- Salaries position budgets will determine the salaries budget.
- Place estimates for salary increases on the “Sal Inc” salary position budget line of each Budget Purpose. If unsure of the estimated increase, use 2%.
- Estimated expenses should be less than or equal to estimated revenue. If expenses are more than revenue, please explain.
- “Transfers in” and “transfers out” should balance to \$0. The Budget Office will input the “transfers in” for the Debt Service fund.



# State Process

- Worksheets distributed to Cabinet Level budget staff via Teams next week
  - Position budgets for Salaries
  - FY23 actuals, FY24 Y-T-D as of 1/31/24, and FY25 budget for OTS
- Enter permanent changes to projected budget
- Add comments for every adjustment
- Targets sent out at the beginning of May
  - Make additional adjustments according to the targets
- Finalize worksheets and budget entry by **May 31, 2024**
- VCAF finalizes Board Reports by the end of June



# State Guidelines

- Salaries position budgets will determine the salaries budget.
- Term NTT position budgets should be reduced to \$0 and the total appointment need for NTT should be placed in the “Other Salaries” line of your Budget Purpose.
- Social Security budgets cannot be reallocated to other line items.
- Reallocations are not allowed between LAC, regular state, Distance Education or Summer Session.
- Reallocations should equal \$0 unless the reallocation is from one sheet to another. An explanation should be provided.



# Demonstration and Questions

