



## FY 2025 State Budget Workbook Instructions

Please review your state workbooks now. State targets will be given out during the week of May 6, 2024. Workbooks will be due to your Cabinet Level member and Budget Office no later than **May 31, 2024**.

### Opening your budget workbooks:

Navigate to your Teams application.

Click on the FY25 Budget Development Team.

Click on your Teams channel corresponding to your area.

Click on "Files". Open the excel file "FY25 State Budget College/Cabinet Level Name".

You may download the workbook to distribute to your areas, but please make final changes to the file in the Teams folder. Downloaded files may not automatically save back to the Teams folder.

### Complete the following information in your Budget workbook(s):

#### 1. General workbook information:

- a. There are separate tabs in your workbook for:
  - i. Salaries position budgets
  - ii. State OTS (Other than salaries) budgets

#### 2. Salaries Position Budgets will need to be reviewed for accuracy. Please verify that all positions are part of your budget. Use the Adjustment column to make any permanent changes to the budget. Reduce the budget for any positions that are no longer needed or were entered incorrectly. Include a comment in the notes section for each change entered.

- a. The total salaries budget will be determined by the total position budgets.
- b. 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 BP.

#### 3. Update your State OTS Budgets by entering permanent changes to the budget amounts in the Reallocation column (column H).

- a. The worksheet shows actuals for FY 2023, FY 2024 year to date expenses (as of January 31) and the FY 2025 budget.
- b. Enter any permanent reallocation budget adjustments that need to be made in the appropriate object code. These are budget adjustments/reallocations that need to be made to your permanent budget and will carry forward to the next fiscal year. Enter these in the Reallocation column (column H).
  - i. Social Security budgets cannot be reallocated to other line items. Social Security is managed at the campus level.



- ii. Reallocation between LAC, regular state, Distance Education or Summer Session are not allowed.
  - c. Expenses are increased with a positive adjustment and decreased with a negative adjustment in column H. For example, FY 2024 projected budget for travel was \$2,000. You determine FY 2025 needs \$2,500 total travel budget. You would enter +\$500 in column H to increase the travel budget and a -\$500 in column H on another line item to decrease the other budget.
  - d. Please contact Trent McKay at 453-6749 or [tmckay@siu.edu](mailto:tmckay@siu.edu) or Julie McReynolds at 453-7935 or [jcima@siu.edu](mailto:jcima@siu.edu) if you need an object code added to your workbook. Please state the budget purpose and object code in your e-mail.
  - e. The reallocation column grand total should be \$0. The grand total is at the bottom of the sheet in the green section. The grand total for the sheet will change to red if the total is not equal to \$0. If you are reallocating funds from one sheet to another, please provide a note at the bottom of each sheet. In the note, include where the additional funds are coming from or going to.
  - f. Add comments in the Notes section (column J) for any increase or decrease to provide additional information that will be helpful in the budget process.
4. **Once your workbook is complete, please email a notification to the Budget Office at [budgetbaa@chanc.siu.edu](mailto:budgetbaa@chanc.siu.edu) to let them know the workbook is ready for review.**
5. **The workbooks are due to your Cabinet Level member and Budget Office no later than May 31, 2024.**

**The Salaries tab on your spreadsheet contains the following information:**

**Position** – This is the position number.

**Employee Name** – The name of the employee in the position.

**Job Title** – The job title of the position.

**Department** – The HR Department name on the position.

**Fund, Unit, BP, DA1, DA2, FUNC, NA** – The costing information for the position.

**Unit Description** – The unit description.

**BP Description** – The budget purpose description.

**Rate** – The salary rate for the employee in the position.

**FTE** – The FTE for the employee in the position.

**MULT** – The annual multiplier for the employee in the position.

**PROP** – The costing proportion for the budget purpose.



**Annual Salary** – The annual salary for the employee in the position (Rate x FTE x MULT x PROP)

**FY25 Budget** – This is the FY24 projected budget that would roll into FY25.

**Adjustment** – This column is **data-enterable**, and you will enter any permanent changes to your FY25 Budget on the appropriate object code line.

**Revised FY25 Budget** – This is the sum of the FY25 Budget plus permanent changes in the adjustment column.

**Notes** – This column is **data-enterable**, and you will enter any budget-related comments here. Please enter a note for every change requested.

**\*\*Please note that all cells will be locked in this workbook with the exception of the data enterable cells in columns “U” and “W”.**

**The OTS tab on your spreadsheet contains the following information:**

**Budget Purpose** – The budget purpose number.

**Budget Purpose Description** – The budget purpose description.

**Object** – The object code and object description.

**FY23 Actuals** – Fiscal year 2023 expenses on an accrual basis.

**FY24 Y-T-D** – Fiscal year 2024 expenses on an accrual basis as of January 31, 2024.

**FY25 Budget** – This is the FY24 projected budget that would roll into FY25.

**Reallocation** – This column is **data-enterable**, and you will enter any permanent changes to your FY25 Budget on the appropriate object code line.

**Note:** Expenses are increased with a positive adjustment and decreased with a negative adjustment.

**Revised FY25 Budget** – This is the sum of the FY25 Budget plus permanent changes.

**Notes** – This column is **data-enterable**, and you will enter any budget-related comments here. Please enter a note for every change requested.

**\*\*Please note that all cells will be locked in this workbook with the exception of the data enterable cells in columns “H” and “J”.**