



Administration and Finance
Operations Detail: **#12-01**

FINANCE AND ADMINISTRATIVE SERVICES | BUDGET PLANNING & ANALYSIS

Off-Cycle Budget Requests for
Personnel, Equipment, Services and Supplies
September 10, 2021

1.0 PURPOSE

This document provides parameters for obtaining financial review and recommendations to the University President for a critical request of new and additional funding outside of the normal Annual Budget Request cycle.

2.0 BACKGROUND

The campus has an established Multi-Year Budget Request process that begins in October of each calendar year where requests for personnel, equipment, services and supplies, and other permanent and one-time needs are addressed. This process includes department, division, and cabinet discussion and ultimately leads to University President approval prior to June 30th of each Fiscal Year.

This established process is intended to capture all requests for new funding for the upcoming fiscal year and projects the two following fiscal years. The University's Multi-Year Budget Request process also helps to ensure that the necessary divisional planning occurs along with the efficient use of resources.

3.0 OVERVIEW

When ad hoc request(s) for funding occur outside of the annual Multi-Year Budget Request process, that process gets circumvented, and the out-of-cycle request(s) cannot be prioritized against other institutional strategic investments. To avoid this consequence, the Off-Cycle Budget Request process will help to minimize such impacts.

Off-Cycle Budget Requests: It is recognized that unplanned and critical needs do arise during the fiscal year. The goal of the Off-Cycle Budget Request process is to address unplanned extraordinary and critical budget needs that may occur.

Procedurally, requests for new base or one-time funding (off-cycle budget requests) shall be made through the appropriate divisional Vice President in consultation with the Vice President of Administrative Affairs and Chief Financial Officer prior to being presented to the University President for consideration.

Off-cycle budget request(s)/proposals that require new financial support along with any source(s) of potential funding, shall be provided to the Vice President of Administrative Affairs/CFO for review prior to submission to the President.

4.0 CITATIONS

Memos:

1. January 6, 2020: Off Budget Cycle Requests for Personnel, Equipment, Supplies and Services
2. November 10, 2019: Request for Finance and Administrative Service Review of Requests for Personnel, Equipment, Supplies and Services Prior to Office of the President Approval

5.0 PROCEDURES

When requests for off-budget cycle or mid-year allocations are necessary, please note the following:

Process Step 1:

- Division Action: Justification memo to the President through the Vice President for Administrative Affairs/CFO outlining:
 - Initiating Department name
 - Narrative explanation for critical need for a Mid-Year Allocation
 - Impact of waiting for the regular Multi-Year Budget Request process
 - Division Vice President approval signature

Process Step 2:

- Division Action:

- Review the most recent Annual Budget Request Instructions for the Fiscal Year that can be requested from Budget Planning and Analysis at budget@cpp.edu.
- Follow the current Budget Instructions to ensure continued alignment with the University's Strategic Plan and Goals and the Academic Master Plan.
- Complete the Budget Request Worksheet workbook that includes updated formulas and calculations (including, but not limited to benefit rates, split funding for upcoming Fiscal Years, etc.). The Budget Request Worksheet workbook title should read: "Division: XYZ Division – Mid-Year Request for Allocation"
- Administrative Actions: With the support of the Vice President for Administrative Affairs/CFO, the following shall occur for processing:
 - To EODA and FAS: to Human Resources (personnel) and/or Finance and Administrative Services (non-personnel)

EODA Action:

 - Human Resources review and support of personnel action(s), prior to submission to Budget Planning and Analysis

BPA Action:

 - Budget Planning and Analysis review of funding signature line
 - The off-cycle budget requests package shall be submitted to the Vice President for Administrative Affairs/CFO by the Finance and Administrative Services department after discussion with the division for possible internal funding.

Vice President for Administrative Affairs/CFO Action:

 - The off-cycle budget request will be provided to the President for consideration.
 - Requesting divisional vice president will be notified of Presidential decision.

6.0 DEFINITIONS

Off-Cycle Budget Requests – A request for additional base or one-time funding from the University for extraordinary circumstance not anticipated during the Multi-Year Budget Request process.

Multi-Year Budget Request – The annual process for requesting base and one-time funds that allows for a multi-year review of resources and the usage of those funds in alignment with the Strategic Master Plan and the Academic Master Plan.

Annual Budget Request Instructions for the Fiscal Year – The step-by-step process for Divisions and Departments to follow when requesting base and one-time funds (includes Budget Guiding Principles, Budget Request Instructions, Budget Request Worksheet, etc.).

7.0 CONTACTS

Assistant Vice President
Budget Planning and Analysis

Director
Budget Planning and Analysis

8.0 APPROVAL AND REVISION TRACKING

Approved by: Y. Trinidad
Date: September 15, 2021

Revision History:

Revision Date	Revised by	Summary of Revision	Section(s) Revised
2/21/2023	Natalie Schroeder	Updated Governing Departments	5.0 Procedures, 7.0 Contacts

Review/Approval History

Revision Date	Revised by	Summary of Revision	Section(s) Revised



Finance and Administrative Services

Date: January 6, 2020

To: Daniel Montplaisir
Eileen G. Sullivan, Ph.D.
John W. McGuthry
Nicole A. Hawkes
Nicole L. Butts
Reginald S. Blaylock, Ph.D.
Sylvia A. Alva, Ph.D.

cc: Soraya M. Coley, Ph.D.
Danielle L. Manning
Budget Analysts

From: Joe Simoneschi
Associate Vice President

Subject: OFF BUDGET CYCLE REQUESTS FOR PERSONNEL, EQUIPMENT, SUPPLIES AND SERVICES

Attached please find a memo signed by President Coley requesting that requests for personnel, equipment, supplies and services be routed through Finance and Administrative Services (FAS) prior to being submitted to the Office of the President.

This change in process is being implemented due to an increase in requests that are being approved outside of the normal annual budget request process. FAS will not provide an opinion on whether a request should or should not be approved; FAS will determine if a source of funds is available to be used in the event your request is authorized. If a request is being self-funded, FAS will review your recommended source of funds and provide a written statement of whether the funds are appropriate for the proposed use.

If you have questions or would like additional information, please feel free to contact me at extension 2008.



Finance and Administrative Services

Date: November 10, 2019

To: Soraya M. Coley, Ph.D.
President

From: Danielle L. Manning
Vice President for Administration, Finance and Strategic Development &
Chief Financial Officer

Subject: **REQUEST FOR FINANCE AND ADMINISTRATIVE SERVICE REVIEW OF REQUESTS FOR PERSONNEL, EQUIPMENT, SUPPLIES AND SERVICES PRIOR TO OFFICE OF THE PRESIDENT APPROVAL**

The Finance and Administrative Services (FAS) department has begun to notice an increase in approved requests utilizing funds from the University's unallocated resources outside of the normal budget request process.

The department is currently requesting information from all Vice President's on off-budget-cycle positions that have received approval from the Office of the President. To date, we have identified approximately \$2 million in approvals. Further assessment is needed, and updates will be provided.

In the interim, FAS is requesting that all requests for new resources be referred to them for analysis and options of revenue sources prior to being approved.

If this process is approved, the department will notify the Vice Presidents to route requests to FAS prior to going to the Office of the President.

Analysis

FAS review of the requests prior to the submission for potential approval by the Office of the President will provide a streamlined approach to requests, the confirmation of available funding, and reduce the amount of back-and-forth between departments.

Recommendation

FAS recommends approval.

Strategic Initiative/Goal

Approval of this request will meet the following Strategic Initiatives and Goals:

STRENGTHEN OUR ECONOMIC VITALITY AND IMPACT

1. Implement long-range, systemic approaches to maximize our physical resources (i.e., space, land, water).

ADVANCE ORGANIZATIONAL DEVELOPMENT AND EMPLOYEE EXCELLENCE

1. Improve campus infrastructure, redesign business processes to enhance organizational effectiveness, and be a model for environmental responsibility.

Approved:



Soraya M. Coley, Ph.D.
President



Date