### NCTA BUDGET OPERATING PROCEDURES

#### Input/Involvement

Provide for input/involvement on the operating budget.

#### **College Wide Transparency**

Communicate State of NE, NU/IANR and NCTA budgets; track and publish results.

#### **Adjustments**

Adjust budgets based on productivity and strategic plan priorities.

Communicate/review faculty and staff needs.

Plan and prepare to execute the next FY budget in accordance with the IANR budget preparation schedule.

**Q4** 

Publish the FY budgets at www.nebraska.edu

Report campus wide at the allemployee fall semester orientation the FY budget and State of NE/NU/IANR budget updates. Analyze and publish budget results.

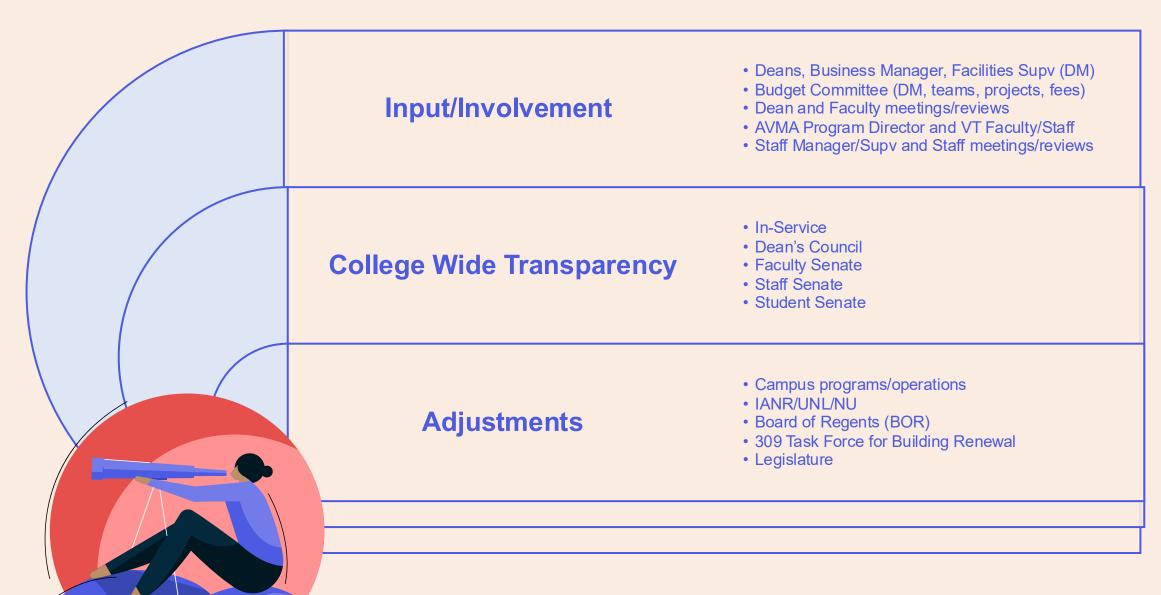
Meet monthly/ quarterly/annually to communicate budget results. Strategize/schedule DM projects for completion in current FY or next FY. Scrub budgeted funds detail for FYE close process in accordance with NU FYE close schedule.

 $Q_4$ 

Q2



# **BUDGET INTERRELATIONSHIPS**



## **BUDGET DELIVERABLES**



#### **PERSONNEL**

FYE Personal Services Salary Plan
Faculty AY Contracts
Faculty T/L Contracts
Appropriation Analysis



#### **GENERAL OPERATING**

FYE Carry Forward/Transfers
Semester Net Tuition Updates
Mthly/Qtrly Results
IANR/NCTA Financial Reports

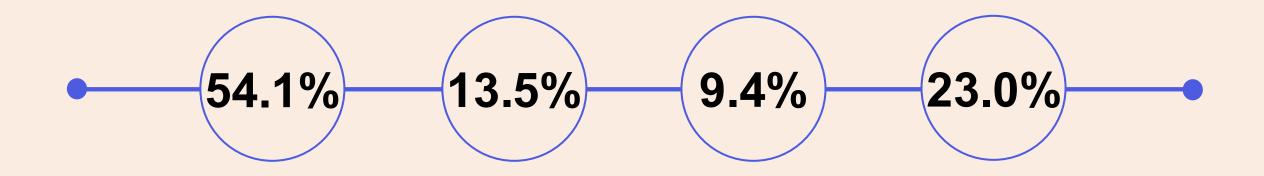


#### DM

LB 384 Plans/Revisions 309 Biennium Plans/Revisions FYE Project Carry Forward Mthly/Qtrly Updates/Revisions

## NCTA Budgeted Sources of Funds

**Excludes Grants and Foundation** 



STATE APPROPRIATION

FY 2024-25

**NET TUITION** 

FY 2024-25

**REVOLVING FUNDS** 

FY 2024-25

**AUXILIARY FUNDS** 

FY 2024-25

### FY 2024-2025 BUDGET PREPARATION SCHEDULE

#### **APRIL**

April 11<sup>th</sup> – Proofing Reports to Business Centers

**April 22**<sup>nd</sup> – Proofing Report corrections due to Finance & Personnel (F&P)

#### **MAY**

May 3<sup>rd</sup> - May 9<sup>th</sup> - Business Centers enter evaluation scores

May 10<sup>th</sup> – Finance & Personnel enter promotion increases

May 15<sup>th</sup> – FY 2024-2025 Salary Guidelines issued

May 16th - Salary increase files available in Budget Prep system for Business Centers to enter salary increases

May 24th – Business Centers finalize salary increases – BUDGET PREP FROZEN

#### **JUNE**

June 3<sup>rd</sup> – Salary increase files to the Deans

June 10<sup>th</sup> - Revolving Projections Due to F&P

June 14th – Dean's & Above Report Due to CA

- Report due to CA on employees receiving greater than 10% pay increase

June 20th - All changes to SAP or Budget Prep for BW, Monthly

June 21st - BW and Monthly Salary Load

June 26<sup>th</sup> - Last day to load PAFs to SharePoint for FY24 Business

#### **JULY**

July 1st – Salary Notification Letters Published in Firefly

July 10th – Academic Salary Load

July 28th – Campuses Finalize Budget – FY25 Budget Prep Frozen

July 31st - FY25 Budget available on www.nebraska.edu website

#### **AUGUST**

August 4th to August 11th – Encumbrances & Carry forwards finalized in BCS – Load to CO/FM

August 19th – BCS "Opened" for FY25 Budget Transfers