MEMORANDUM

December 18, 2013

TO: TTU Deans
FROM: Lawrence Schovanec, Interim Provost
       Noel Sloan, Interim Vice President for Administration and Finance and CFO
RE: Budget Hearing Information

As mentioned in the FY15 Budget memo, additional information is provided below for the budget hearings which will take place in February.

Please keep in mind that the budget hearing will provide a forum to voice your budgetary needs, address shortfalls in the current budget, and to present any initiatives (existing or new). Please bring to the budget hearing meetings a brief document, in the form of a list or spreadsheet, summarizing the requests that will be made. Once all the information has been gathered, we will work closely with both the President and Chief Financial Officer in order to determine how best to maximize resources and align them with Presidential priorities and commitments.

With the following link you will find the resources, and steps needed, to prepare for the hearings (http://www.depts.ttu.edu/budget/budgetPrep/budgetPrep.php).

Some of the changes that will be implemented with FY15 budget prep are highlighted below:

- Fringe benefits for salaries paid on 16A199, 16A201, 16A262 and 16A427 pools will be centrally funded.
- Departments will be allowed to budget an amount less than current incumbents on pooled positions with departmental justification provided.
- Rate sheets for service centers will be required to be submitted to FST in final form on or before your department’s budget hearing date.
- Careful planning needs to be done on reallocation of lapsed salary as that can impact budget availability for that position if used for a permanent purpose. A separate request must be made if funding is needed for a permanent purpose.
• Each department will be assigned a budget analyst this year for Budget Prep so that you are working with one analyst for any assistance needed.

Please work with your business managers to insure all budget information has been reviewed and compiled accordingly. A Question and Answer session will be held between the Budget Office and Business Managers in January. In the meantime, if you have any questions, feel free to contact the Budget Office at 742-3228 or Sandy Martinez at 742-4250, or via email at sandy.martinez@ttu.edu.

The timeline moving forward for the budget hearing process is:

January 9, 2014:  Q&A session between Budget Office and Business Managers (Time and Location to follow)
February, 2014:  Budget hearings held.

As questions or clarifications arise, we will follow up with you. Thanks for your enthusiasm towards this initiative and we look forward to hearing from all of you.