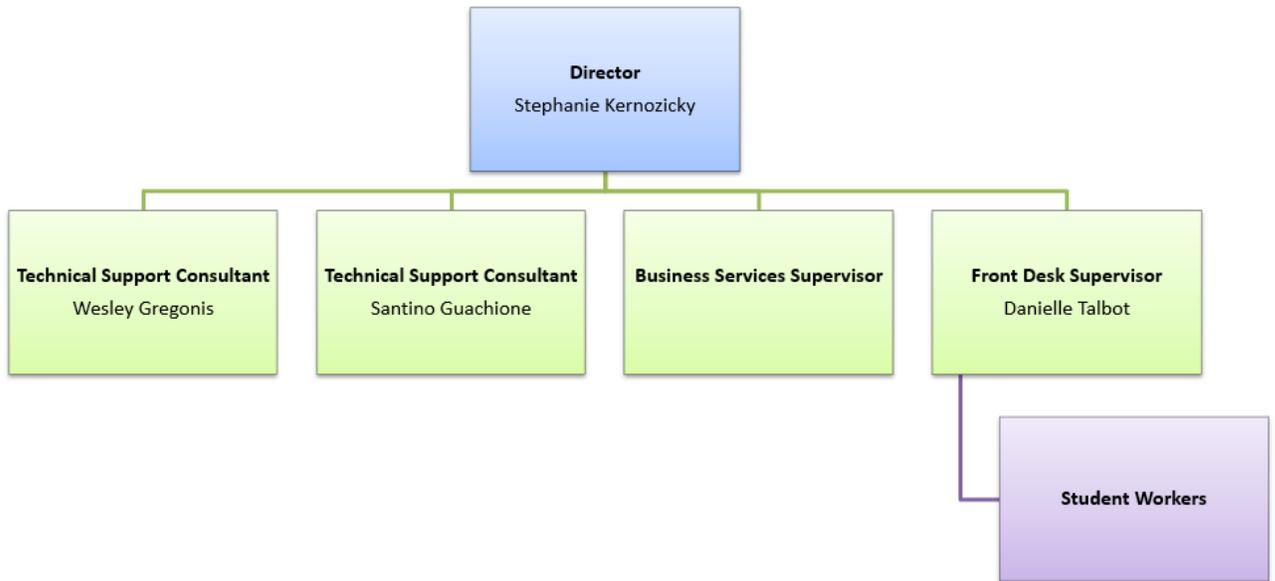


**Department Information and Narrative Questions**  
**Fall 2022 for FY24 (July 1, 2023 – June 30, 2024)**

**DEPARTMENT INFORMATION**

- a. Department: [One Card Office](#)
- b. Staff involved in preparing budget:
  - i. Department Head: [Stephanie Kernozicky](#)
  - ii. Budget staff: [Jeanette Jamieson](#)
  - iii. Other staff:

2. Organization of Department – please attach a current organization chart to your submission



**FINANCIAL INFORMATION**

Please complete the attached spreadsheet and submit with the qualitative information below. All the previous year and current year information was pre-populated by Katherine Wilson from the Budget Office. Current year information was derived from the data entered for the Budget Construction process last spring. Should you have questions about the information, please contact Katherine Wilson at your earliest convenience to clarify. Please review the narrative questions below in advance of completing the spreadsheet to understand how the two parts mutually shape your submission.

**NARATIVE INFORMATION**

Please answer the following questions in as much detail as necessary to support your budget proposal. For your current year (FY23) and next year's (FY24) budget, it will be important to know your true expenses and the necessary revenue to cover these expenses. The following questions are designed to collect the important information that will help the Committee and the senior administration understand your specific circumstances,

3. Briefly describe the programs and services provided that are funded by a) GUF, and b) are funded by other revenue (if applicable). [OCO provides UConn One Cards \(official IDs\) to students and employees \(faculty and staff\); replacement IDs generate revenue for the office. GUF funds the physical cardstock and materials to print the IDs. Husky Bucks revenue also helps fund the materials and maintenance contracts.](#)



6. Staff counts

- a. Please identify the number of filled full-time equivalent staff (this may be different than the number of employees if any staff work less than 100%.) and how they are funded – GUF vs other revenue. Note: Graduate Assistantship count as .5 FTE.  
5 full-time staff (2.5 employees funded by GUF; 2.5 funded by Dining Services)
- b. Please identify the number of vacant full-time equivalent staff (again, this may be different than the number of positions unfilled if any of the vacancies are designated as less than 100%). 1 (tentative), in process of filling it
- c. Do you have any special payroll staff? If so, what is their role? 1) in place of vacant positions, 2) supporting temporary needs, or 3) other (please explain)? No

7. For planning purposes, the collective bargaining increases for FY24 for all staff is 4.5% and the increase in the fringe benefits rate should be increased by 1%. Based on this information, do you anticipate needing additional funds to cover any annual increase in either fringe benefits or salary expenses for your **current** staff that are not able to be covered with your current (FY23) budget? If so, what is the anticipated total increase needed (% increase over FY23 AND actual dollar amount)? Note: If additional funds are needed and approved by the central administration, the Budget Office will determine the amount to be allocated based on ACTUAL changes to staff salaries and fringe benefits once those increases are known (late FY23). Are there other increases for Personnel Services for current FTE's that are not related to CBI or fringe benefit increases? If yes, please explain. No

8. After developing your FY24 current services budget proposal (budget for your current programs, services, and staff) and identifying your corresponding expenses, is your budget supported by your current revenue? If no, please provide the necessary details for the following (note there may be additional information requested in support of your budget proposal. If such additional information is needed, the Committee will inform you of this request as soon as possible). Due to the collectively bargained increases for staff, it will be unlikely that additional funds above your current allocation will be available.

- a. CURRENT SERVICES - What portion of the requested amount (% increase over FY23 AND actual dollar amount) is for operating funds to maintain current services, (i.e., no additional programs or services)? Price increase for cardstock (46% increase for tricards) which would be an additional \$25,100 for 10,000 tricards ordered (order about 18,000/yr). Door and building access still require more tricards usage on campus than smartcards.
- b. NEW PROGRAM(S)/SERVICE(S) - What portion of the requested amount (% increase over FY23 AND actual dollar amount) is for new program(s)/service(s)? Have these programs/services been vetted and supported by senior administration (Provost or President)? If applicable, please explain the new program(s)/service(s) and the dollars associated with EACH new program/service. 250% increase for CS Gold 8 Upgrade, \$39,283. Must be done to ensure server/OS support.
- c. NEW POSITION(S) - What portion of the requested amount (% increase over FY23 AND actual dollar amount) is for new positions? Have these positions been reviewed and approved by the appropriate senior administrator (Provost or President)? If applicable, please explain the new position(s) and the dollars associated with EACH (salary and fringe). N/A
- d. What opportunities have you taken to reduce, eliminate or reallocate funds to mitigate these requested increases? Reduced travel and registration for learning seminars by half for FY23.

9. What would be the potential impact on your programs/services and on the overall student experience if the proposed increase listed above were not approved? Students and employees are required to have an ID and with price increase for cardstock on the horizon and the majority need for tri-cards, the office would have to increase the cost for a replacement ID substantially (currently \$30).

10. What are the current (end of FY22) and projected (end of FY23 and end of FY24) levels of your reserves/fund balances for all accounts under your purview? What plans do you have for these resources and over what

period of time? Please explain in as much detail as necessary to help the Committee understand the level and purpose of any fund balance/other account.

FY22: \$1,414 in GUF, \$81,621 in Operating for total of \$83,036- keep in mind OCO FY22 retro salaries = \$22,637.94 and FY22 encumbered \$54,000 for 10,000 tricards ordered on PO# 477531.

FY23: (\$34,208) in GUF- short \$48,481 requested in Spring for GUF amount, \$0 in Operating

FY24: (\$34,208) in GUF, \$0 in Operating

Operating account revenue, ID's and Husky Bucks, have been on the decline and are not enough to cover expenses.

11. Within the next three years (FY24-FY26), do you anticipate any needs that are not able to be covered by your annual operating budget? If yes, please provide a description of the need, why it is necessary, the anticipated cost, if known, and any additional information that would be useful for the committee to understand. CS Gold 8 upgrade, \$39,283 (quote as of 9/30/21) for FY24. This is the central system used for Dining and the One Card Office for UConn IDs and meal plans. It must be upgraded to ensure support for server/operating system (end of life).
12. Please describe how students (number/percentage of students) utilize your services and/or participate in your programs. Do others benefit from your programs and services? If yes, please explain. The entire student body and employees at the University (including regional campuses) require an official UConn ID. Currently, only off-campus merchants exist for Storrs (22), Stamford (1) and Waterbury (1) accept Husky Bucks which generated about 24.8% of revenue to our operating account for FY22.
13. Are students involved in providing input and/or feedback in your budget process? If yes, please describe. No
14. Is there any additional information that the committee should be aware of in reviewing your budget proposal? Unknown future of the Husky Bucks program. This impacts one of our revenue streams and may have to continually request more funds to offset decline. Cost increase for ID cardstock with chip shortages and freight (consortia Higgins quote for tri-card \$7.91/card whereas ColorID is \$5.40 but contract price is good only through December 13, 2022).



*\*Note: For current and next year forecasts, we are not looking for minor changes at this point. Please use this as an opportunity to show significant swings to budget, or changes that may affect your annual allocation request.*

							Fill in	Fill in	Fill in	Fill in		
Student Fee Advisory Committee General University, Student Health and Summer Program Fee Budget Projection Form												
One Card	FY22 GUF Actuals	FY22 Non-GUF Actuals	FY22 Total Actuals	FY23 GUF Original Budget	FY23 Non-GUF Original Budget	FY23 Total Original Budget	FY23 GUF Current Forecast	FY23 Non-GUF Current Forecast	FY23 Total Current Forecast	FY24 GUF Budget	FY24 Non-GUF Budget	FY24 Total Budget
<b>Revenue</b>												
GUF Allocation	447,052	-	447,052	452,769	-	452,769	452,769	-	452,769	611,215	-	611,215
University Supported Permanent Funds	-	-	-	-	-	-	-	-	-	-	-	-
Fee Revenue	-	-	-	-	-	-	-	-	-	-	-	-
Grants and Contracts	-	-	-	-	-	-	-	-	-	-	-	-
Foundation, Investments & Gifts	-	-	-	-	-	-	-	-	-	-	-	-
Sales & Services Of Educational Activities	-	-	-	-	-	-	-	-	-	-	-	-
Sales & Services Of Auxiliary Enterprises	-	140,791	140,791	-	127,100	127,100	-	127,100	127,100	-	115,000	115,000
Other Revenue	-	-	-	-	-	-	-	-	-	-	-	-
Transfers In (Outside Unit)	-	382,089	382,089	48,481	366,927	415,408	-	389,553	389,553	-	375,168	375,168
<b>Total Revenues</b>	<b>447,052</b>	<b>522,880</b>	<b>969,932</b>	<b>501,250</b>	<b>494,027</b>	<b>995,277</b>	<b>452,769</b>	<b>516,653</b>	<b>969,422</b>	<b>611,215</b>	<b>490,168</b>	<b>1,101,383</b>
<b>Expense</b>												
Permanent & Continuing Salaries	202,874	177,925	380,799	229,661	201,418	431,079	215,628	220,808	436,436	223,013	207,934	430,948
Temporary Salaries	-	25,423	25,423	-	35,000	35,000	-	35,000	35,000	-	41,000	41,000
Other Personal Services	8,518	6,965	15,483	4,293	2,770	7,063	4,236	2,713	6,950	3,384	886	4,270
Fringe Benefits	165,381	144,740	310,121	184,137	160,865	345,002	170,346	174,439	344,785	178,411	166,347	344,758
<b>Salary/Benefits</b>	<b>376,774</b>	<b>355,053</b>	<b>731,826</b>	<b>418,091</b>	<b>400,053</b>	<b>818,144</b>	<b>390,211</b>	<b>432,960</b>	<b>823,171</b>	<b>404,808</b>	<b>416,168</b>	<b>820,976</b>
Services	-	64,898	64,898	-	75,379	75,379	-	75,379	75,379	33,880	42,593	76,473
Supplies	68,864	52,359	121,223	77,950	34,092	112,042	98,181	65,343	163,524	172,527	-	172,527
Travel	-	-	-	-	4,000	4,000	-	4,000	4,000	-	5,000	5,000
Equipment	-	-	-	-	-	-	-	-	-	-	2,000	2,000
Fees, Dues & Memberships	-	7,919	7,919	-	8,274	8,274	-	8,274	8,274	-	11,989	11,989
Rentals And Leases	-	-	-	-	-	-	-	-	-	-	-	-
Telecommunications	-	5,233	5,233	-	5,930	5,930	-	5,930	5,930	-	5,930	5,930
Financial Aid	-	2,719	2,719	-	-	-	-	-	-	-	-	-
Other Expense	-	6,345	6,345	-	6,388	6,388	-	6,388	6,388	-	6,488	6,488
Transfers Out (Outside Unit)	-	-	-	-	-	-	-	-	-	-	-	-
<b>Total Non-PS Expense</b>	<b>68,864</b>	<b>139,472</b>	<b>208,336</b>	<b>77,950</b>	<b>134,063</b>	<b>212,013</b>	<b>98,181</b>	<b>165,314</b>	<b>263,495</b>	<b>206,407</b>	<b>74,000</b>	<b>280,407</b>
<b>Total Expense</b>	<b>445,638</b>	<b>494,524</b>	<b>940,162</b>	<b>496,041</b>	<b>534,116</b>	<b>1,030,157</b>	<b>488,392</b>	<b>598,274</b>	<b>1,086,666</b>	<b>611,215</b>	<b>490,168</b>	<b>1,101,383</b>
Net Within Unit Transfers (In)/Out*	-	-	-	-	-	-	-	-	-	-	-	-
<b>Net Income/(Loss)</b>	<b>1,414</b>	<b>28,356</b>	<b>29,770</b>	<b>5,209</b>	<b>(40,089)</b>	<b>(34,880)</b>	<b>(35,623)</b>	<b>(81,621)</b>	<b>(117,244)</b>	<b>(0)</b>	<b>0</b>	<b>0</b>
Prior Year Fund Balance	-	53,266	53,266	1,414	81,621	83,036	1,414	81,621	83,036	(34,208)	0	(34,208)
<b>Total Funds</b>	<b>1,414</b>	<b>81,621</b>	<b>83,036</b>	<b>6,623</b>	<b>41,532</b>	<b>48,156</b>	<b>(34,208)</b>	<b>0</b>	<b>(34,208)</b>	<b>(34,209)</b>	<b>0</b>	<b>(34,208)</b>
Restricted Funds**												
Restricted Funds Reason												

\*Note that "Net Within Unit Transfers" will not net to zero if an account that was part of "Within Unit" transfer transactions is now part of a different unit

\*\*If any funds that are listed in "Prior Year Fund Balance" are unavailable/restricted, please indicate the total that is unavailable, and the reason for restriction.