

CY24 Budget Preparation Guidelines
Department Information and Narrative Questions
Fall 2022 for CY24 (January 1, 2022 – December 31, 2023)

DEPARTMENT INFORMATION

1. Department: _Student Activities
 - a. Staff involved in preparing budget:
 - i. Department Head: Joseph Briody
 - ii. Budget staff: Diane L. Bordeleau
 - iii. Other staff: Jessica Gerum
 - b. Phone number: 860.486.8151

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.

NARRATIVE 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).

The Summer Activities Activity fee has an explicit purpose to provide programming for students who participate in UConn Summer Sessions. Historically, we typically offer a variety of events which may include, but not be not limited, to weekly ice cream socials, trips to off campus locations to visit and experience different attractions, snacks, movies, prizes, games, and other things to engage students while they are on campus taking classes.

4. Please explain any significant changes in this year's budget/spending plan since your budget was submitted for Budget Construction in the spring.

Significant staff vacancies and uncertainty about the existence and size of summer enrollment impacted programmatic efforts this past summer. As a result programming activity was limited. Staff vacancies have been largely filled and we expect to resume programming in 2023 at a level more typical.

5. Describe other sources of revenues for your unit, if any. Do you anticipate any changes in the other sources of revenue (either increases or decreases), during the current year (FY23) or for your proposed budget in FY24? If so, please explain.

Summer Activities is funded by an activity fee for students taking in-person classes. In the past other sources of revenue have been from the sale of food during Tons of Fun Tuesdays (undergrads: \$1; others: \$3) and tickets to participate in travel trips. Undergraduates are offered the opportunity to purchase tickets prior to opening the sale to others. In the past travel trips included excursions to the beach, to a nearby mall, and amusement or water parks.

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.

N/A – Student Activities absorbs the cost of these specific staffing needs into its department (GUF) budget

- 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%).

N/A

- 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)?

N/A

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.

N/A – absorbed by Student Activities

8. After developing your CY23 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.

Given the declining number of students enrolling during the summer sessions as well as the costs associated with programming – even at a minimal level - the revenue generated by the summer

student fee does not support historic levels of programming and event planning. This is demonstrated in the CY23 projections.

- a. CURRENT SERVICES - What portion of the requested amount (% increase over CY22 AND actual dollar amount) is for operating funds to maintain current services, (i.e., no additional programs or services)?

N/A

- 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.

N/A

- 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?

N/A

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?

N/A

10. What are the current (end of CY22) and projected (end of CY22d end of FY23) 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.

CY21 – 24,095

CY22 – 27,857

CY23 – 4,857

11. Within the next three years (CY2-CY25), 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.

Prior to the pandemic Summer Activities fees collected had been in decline due to the trend of students opting for on-line classes over in-person classes. It is anticipated this trend will continue, however, given this past summer offered limited in person classes there is an anticipation of pent-up demand for those offerings. It is difficult to anticipate the future effect on the collection of fees,

however, it's possible the fees will continue in a downward trajectory. If that is the case the determination will need to be made if this program should continue in its current format.

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.

Students taking classes in-person at the University's Storrs campus during the summer are our primary audience. Some events are also open to faculty/staff, other UConn affiliates, and local communities – often for a fee – and help build a more vibrant and active campus climate through the summer. Our most student-centered activities are Wednesdays and Thursdays -Wednesdays occurring during the lunch-time hours with the hopes of engaging commuter and residential students who are between classes. Thursday evening activities are designed to engage our residential students. In the past (pre-COVID) the events have had attendance from 25 to 100 people each week depending on a variety of factors. This past summer that level of attendance was less.

13. Are students involved in providing input and/or feedback in your budget process? If yes, please describe.

Summer Activities employees student workers over the summer that help in the planning and execution of all events. After each program and at the end of the summer they provide feedback about those programs and events and if the money being allocated toward certain expenditures is accurate or if certain areas should be higher or lower.

14. Is there any additional information that the committee should be aware of in reviewing your budget proposal?

N/A



*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.

| Student Fee Advisory Committee | | | | | | | | | | | | |
|--|----------|---------------|---------------|-----------------|-----------------|-----------------|------------------|------------------|------------------|----------|-----------------|-----------------|
| General University, Student Health and Summer Program Fee Budget Projection Form | | | | | | | | | | | | |
| Summer Activities | CY21 GUF | FY21 Non-GUF | FY21 Total | CY22 GUF | CY22 Non-GUF | CY22 Total | CY22 GUF | CY22 Non-GUF | CY22 Total | CY23 GUF | CY23 Non-GUF | CY23 Total |
| | Actuals | Actuals | Actuals | Original Budget | Original Budget | Original Budget | Current Forecast | Current Forecast | Current Forecast | Budget | Budget | Budget |
| Revenue | | | | | | | | | | | | |
| GUF Allocation | - | - | - | - | - | - | - | - | - | - | - | - |
| University Supported Permanent Funds | - | - | - | - | - | - | - | - | - | - | - | - |
| Fee Revenue | - | - | - | - | - | - | - | 7,800 | 7,800 | - | 7,000 | 7,000 |
| Grants and Contracts | - | - | - | - | - | - | - | - | - | - | - | - |
| Foundation, Investments & Gifts | - | - | - | - | - | - | - | - | - | - | - | - |
| Sales & Services Of Educational Activities | - | - | - | - | - | - | - | - | - | - | - | - |
| Sales & Services Of Auxiliary Enterprises | - | - | - | - | 5,000 | 5,000 | - | - | - | - | - | - |
| Other Revenue | - | - | - | - | - | - | - | - | - | - | - | - |
| Transfers In (Outside Unit) | - | - | - | - | - | - | - | - | - | - | - | - |
| Total Revenues | - | - | - | - | 5,000 | 25,000 | - | 7,800 | 7,800 | - | 7,000 | 7,000 |
| Expense | | | | | | | | | | | | |
| Permanent & Continuing Salaries | - | - | - | - | - | - | - | - | - | - | - | - |
| Temporary Salaries | - | - | - | - | 6,600 | 6,600 | - | - | - | - | 6,600 | 6,600 |
| Other Personal Services | - | - | - | - | - | - | - | - | - | - | - | - |
| Fringe Benefits | - | - | - | - | - | - | - | - | - | - | - | - |
| Salary/Benefits | - | - | - | - | 6,600 | 6,600 | - | - | - | - | 6,600 | 6,600 |
| Services | - | - | - | - | 8,600 | 8,600 | - | - | - | - | 8,600 | 8,600 |
| Supplies | - | - | - | - | 4,400 | 4,400 | - | - | - | - | 4,400 | 4,400 |
| Travel | - | - | - | - | - | - | - | - | - | - | - | - |
| Equipment | - | - | - | - | - | - | - | - | - | - | - | - |
| Fees, Dues & Memberships | - | 87 | 87 | - | - | - | - | - | - | - | - | - |
| Rentals And Leases | - | - | - | - | 400 | 400 | - | - | - | - | 400 | 400 |
| Telecommunications | - | - | - | - | - | - | - | - | - | - | - | - |
| Financial Aid | - | - | - | - | - | - | - | - | - | - | - | - |
| Other Expense | - | - | - | - | 10,000 | 10,000 | - | 4,038 | 4,038 | - | 10,000 | 10,000 |
| Transfers Out (Outside Unit) | - | - | - | - | - | - | - | - | - | - | - | - |
| Total Non-PS Expense | - | 87 | 87 | - | 23,400 | 10,000 | - | 4,038 | 4,038 | - | 23,400 | 23,400 |
| Total Expense | - | 87 | 87 | - | 30,000 | 20,000 | - | 4,038 | 4,038 | - | 30,000 | 30,000 |
| Net Within Unit Transfers (In)/Out* | - | - | - | - | - | - | - | - | - | - | - | - |
| Net Income/(Loss) | - | (87) | (87) | - | (25,000) | (25,000) | - | 3,762 | 3,762 | - | (23,000) | (23,000) |
| Prior Year Fund Balance | - | 24,095 | 24,095 | - | 24,095 | 24,095 | - | 24,095 | 24,095 | - | 27,857 | 27,857 |
| Total Funds | - | 24,008 | 24,008 | - | (905) | (905) | - | 27,857 | 27,857 | - | 4,857 | 4,857 |
| 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.