**4/17/2015**

**FY 1516 Budget Process Memo**

The FY 2015/16 Internal Budget Process is in progress and the Lawson Budget & Planning (LBP) system is now open for input. The budgets for the following funds will be handled via LBP:

- Revenue Offset (State)
- Hospital Shared Services (non-Clinical)
- General Income Fund Reimbursable (IFR)
- Hospital Income Fund Reimbursable (IFR)
- Dormitory

Please note:
- The Hospital & Clinics accounting units will be budgeted separately via Hospital Finance-workbook budgets.
- The Academic Area must complete the budget in LBP in addition to the budget schedules requested by Academic Fiscal Affairs. Richard Katz will review and adjust the budgets in LBP as needed, after departments have submitted their budget.

**TARGETS**

Each VP area will be required to balance their budget based on Targets for each Division and Fund. Since the Targets are still under review, they have not been entered in the system yet, and notification will be sent once the preliminary targets are available for view in the system. An explanation of the assumptions used to develop the targets will be provided at that time.

Please note that there is an additional requirement this year for the IFR accounting units. In addition to expense budgets, this year the projected revenue also must be entered into LBP, and will become the “Target”, or maximum available funding for each IFR allocation, subject to approval. Instructions are included in the manual, beginning on page 35.

**SYSTEM PRELOADED DATA**

Salary Projections were pre-loaded in the Workforce tab, using data from Payroll 22 (2/11/2015). Pay rates were adjusted for projected contractual salary increases. Budget Preparer should:

- Verify the preloaded salary information with projected salary increases. Keep in mind that the SUNY Management Resource Tool (SMRT) system may be used as a guide for salary information, but reflects only current salary rates, without the contractual increases scheduled for next fiscal year. The assumptions used for the projected salary increases are noted in the manual (pg. 22).
- Adjust for changes in workforce salary components or employment status which occurred after the budget was preloaded (2/11/2015).
- Add missing, filled or vacant positions, including those that are part of a plan to hire or restructure.
- Adjust LBP budget for positions that appear in error, and report them to Human Resources and Financial Management.
- Check if change(s)/correction(s) are reflected in the SMRT system. If not, follow up with Human Resources and/or Financial Management to determine course of action. If appropriate, prepare long-term distribution forms to initiate the transaction/correction.