



SOUTH TEXAS
COLLEGE

Business Office

"Count on Satisfaction"

Alert Notice

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Budget Development Process Fiscal Year 2019

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It is time to begin the budget process for Fiscal Year 2019. Each year during the budget development process, financial managers have an opportunity to request changes to their non-salary expense budgets for the upcoming fiscal year. The budget development process commences with the opening of the Budget Development Application, which enables users to electronically review and revise their department's budget requests.

The Budget Development Application may be accessed through Jagnet from December 1, 2017 to January 31, 2018. During this time, financial managers must review and revise, as needed, their department's budget request for the upcoming fiscal year.

Instructions on accessing and using the Budget Development Application may be downloaded from the Business Office website at link.

http://finance.southtexascollege.edu/businessoffice/budget_download.html

Only Financial Managers and additional users requested through the Banner Budget Development Access Request Form (BO-8500) have been granted access to the application. Please complete the form to request additional or new access to the Budget Development Application.

Once you access the application, please verify that all the organizations you can access are indeed under your control. If an organization is incorrectly coded, please proceed by submitting the "Request to Change Financial Managers" (BO-4800) form.

The request forms are available on the Business Office website at <http://finance.southtexascollege.edu/businessoffice/BO-forms.html>.

If you have any questions, please call the Budget Department at 872-4644 or 872-4620. Thank you.

Budget Development Guidelines

General Budget Information

1. Please review and make changes as necessary to each Unrestricted and Auxiliary organization's operating, travel and capital budget.
 - Operating Budget: Include all items in which the unit cost is less than \$5,000.00.
 - Travel Budget: Include all the travel costs that will be incurred during the fiscal year.
 - Capital Budget: Include all the items in which the unit cost is equal to or greater than \$5,000.00.
1. Please note that all budget requests for operating, travel and capital should be itemized in the "Notes" section of the Budget Development Application (see step 4 of the Budget Development Application Instructions). Itemizations must also specify the applicable IE plan goal or objective that will be met with the requested budget. Travel budget itemizations must include:
 - The name of the conference/event
 - The number of attendees per conference/event

In order to create new organizations, you must complete and submit a "Request to Setup a New Organization" (BO-4910) form to the Business Office. The Business Office must create the new organization before you can enter your budget for that organization.

Budget Guidelines for Fiscal Year 2019

Operating and Travel:

Financial Managers are asked to keep the total budgets for Fiscal Year 2019 at the same level as the total budget for Fiscal Year 2018. All adjustments/reallocations must be approved by the appropriate Dean and Vice-President.

Capital:

Capital items must be in accordance with the capital requirements reflected on department's 5 year Comprehensive Plan.

The Budget Development Application may be accessed during the period of December 1, 2017 to January 31, 2018.

If you have any questions, please contact

Aika Nguma at anguma@southtexascollege.edu or 872-4644

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