



Hamilton

2019 – 2020 Operating Budget Guidelines

This document contains important information regarding the 2019–2020 budget process, including due dates and procedures for submitting requests. Balancing our strategic goals with available resources in this era of market volatility, economic uncertainty and tuition sensitivity continues to prove challenging to the budget process. Our primary focus is to protect the quality of Hamilton’s programs and services, keep tuition increases to a minimum, provide need-blind financial aid, support employees and continue to invest in and maintain facilities in support of our programs.

There are always trade-offs in determining how best to deploy resources, and we work collaboratively with constituents across campus to make the best decisions for Hamilton. We will continue to look for opportunities to work more efficiently, reduce costs, and eliminate non-essential expenses.

We ask that you carefully monitor expenditures including supplies, travel costs, and meals. Any unavoidable incremental expense or equipment requests must be accompanied by justification. The budget tool can be helpful in your planning. By comparing past and current year expenditures to budget requests, you may become aware of opportunities for reductions. During this process it is also important to consider any endowment or current restricted funding that may be available to help relieve budgetary pressures.

If you have questions about using the budget tool or would like help in using it more effectively, please contact me at extension 4603.

We appreciate the teamwork that goes into developing a responsible financial plan for Hamilton and look forward to working together during the 2019-2020 budget process.

Sincerely,

Dave Vore
Associate Director
Budgets & Financial Reporting

Timeline for 2019-2020 Budget

2018

November 5

Deadline for departmental budget requests

December 3

Deadline for senior staff to finalize requests for their respective divisions, including staffing changes

December 17

Budget package distributed to senior staff for review

2019

February 4

Deadline for replacement equipment and renewal/renovation budget requests to the Controller's office

March 4

Board of Trustees reviews proposed budget

March 25

Deadline for revised budget requests (if necessary)

June 28

Approved 2018-2019 budgets available online

Procedure for Operating Budget Requests

All departmental budget requests are to be completed online by November 5, 2018. The security access to the budget accounts on the My Hamilton web page is the same as that used for the online Budget Information tool. If you have authorized a proxy to view some or all of your departmental budget lines, the proxy will have read/write access to those same non-salary lines on the Budget Request screen. If you need help entering your budget requests, please contact me at extension 4603.

After November 5, 2018 the security access to the Budget Request screen will be changed from read/write to read-only for all department heads and proxies. Only senior staff will have read/write access to make any final changes to the departmental budgets they oversee. If you wish to provide additional information to accompany your budget requests, please do so under separate cover to your senior manager, with a copy to the Controller's office.

Procedure for Capital Items

Use the PDF forms (see descriptions to the right) available on the My Hamilton Budget Center menu to request funding for capital items with a cost of \$500 or more. All requests for capital items must be reviewed and signed by the Senior Officer for your department and submitted to the Controller's office by February 4, 2019. Please note that this deadline is later than the deadline for operating budget requests to give you more time to obtain an accurate estimate of costs.

Instructions

1. Log in to your My Hamilton home page.
2. Under the tools tab, click on Budget Center Home, then click on Budget Requests.
3. Your non-salary budget accounts will appear along with prior budget year totals (clickable for detail view).
4. Enter the total dollar amount of the request or % change from the 2019 Budget next to each line item.
5. Click on Save Changes at the end of each session.

Object	2019 Budgeted	2020 Request	Change
Student Help (4009)	\$3,730.00	3830.00	2.7 %
Office Supplies (4101)	\$1,500.00	1400.00	-6.7 %

Equipment

Use the [Non-Technology Equipment Request Form](#) to request non-technology equipment with a cost of \$500 or more for office furniture, classroom and athletics equipment.

Renewals/Renovations


Use the [Renewal and Renovation Form](#) to request renewals such as carpet replacement, painting, creation of new work spaces, or installation of fixed cabinetry with a projected cost of \$500 or more.

Technology Equipment

Use the [Technology Equipment Request Form](#) to request **new** computers, data projectors, etc., with a cost of \$500 or more. This is not for the replacement or upgrade of existing equipment. Any new requests **must** be discussed with LITS **prior** to submission to the Controller's office. Please contact LITS at extension 4096 to coordinate all estimates.

Helpful Hints

Click  to send your budget data to a spreadsheet.

Click  to print a copy for your records. **Please note:** it is important to print a copy in case changes are made at a later date.

If you prepare budgets for more than one department, use the Sort By feature (below) and click Submit.

[\[Return to My Hamilton\]](#) [\[Log Out\]](#)

SORT BY

FIRST SECOND

Unit

Subtotal Subtotal