



Hamilton

2020-2021 Operating Budget Guidelines

This document contains important information regarding the 2020-2021 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.

We work collaboratively with constituents across campus to make decisions for Hamilton on how best to deploy resources. We continue to look for opportunities to work more efficiently, reduce costs, and eliminate non-essential expenses.

Please note that the goal is to maintain flat operating budgets for 2020-2021. Therefore, all budget amounts are prefilled with the same budget as 2019-2020. If you have an extraordinary need you should indicate the amount and fill in the justification area on the form. All divisions will be held to 1% overall so incremental funding is unlikely and must be allocated by your vice president.

A reminder that capital expenditures should not be included in operating budgets. Separate request forms should be used for capital and technology purchases. Links to the request forms and more information are provided on the next page.

If you have questions about using the budget tool or would like help on how to use 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 2020-2021 budget process.

Sincerely,

Dave Vore
Associate Director of Finance

Timeline for 2020-2021 Budget

2019

October 4

Budget requests open

November 1

Deadline for departmental budget requests

December 2

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

December 13

Budget packet distributed to senior staff for review

2020

January 31

Deadline for replacement equipment and renewal/renovation budget requests

March 6

Board of Trustees reviews proposed budget

April 1

Budget Managers will be notified that approved budgets are viewable as read only in the Budget Request screen

Procedure for Operating Budget Requests

All departmental budget requests are to be completed online by November 1, 2019. 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 1, 2019 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 officer, with a copy to the Business office.

Procedure for Requesting Equipment and Renovations (Capital Items)

Use the PDF forms (see descriptions to the right) available on the My Hamilton Budget Center menu to request funding for equipment and renovations (capital items) with a cost of \$500 or more. All requests for technology equipment should be submitted to LITS, requests for renewals & renovations must be submitted to Facilities Management and requests for non-technology equipment should be submitted to the Business Office by January 31, 2020. 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. 2020 data is prefilled in the 2021 request column. If you need to make a change to the 2021 budgeted amount you may do this in one of two ways.
 - a. Enter the new total dollar amount requested in the 2021 column and the % will automatically calculate.
 - b. Or you can enter the % change (1 for 1%) and the dollar amount will automatically change.
5. Click on Save Changes at the end of each session.

Budget Year 2021

Showing 1-3 of 3 accounts selected.

[Save Changes](#)

Object	2020 Budgeted	2021 Request	Change	Change Justification
Student Help (4009)	\$3,000.00	\$3,000.00	0%	
M & O Payroll (4010)	\$1,500.00	\$1,500.00	0%	
Office Supplies (4101)	\$3,000.00	\$3,000.00	0%	

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. Please contact LITS at extension 4051 to coordinate all estimates.

Helpful Hints

Click [EXPORT](#) to send your budget data to a spreadsheet.

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	-- select --
<input checked="" type="checkbox"/> Subtotal	<input type="checkbox"/> Subtotal