



CAMPUS LIFE BUDGET PLANNING *(FY24 + 25)*

CAMPUS LIFE FINANCE CENTER



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DEPARTMENTAL BUDGET LIAISONS



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PHASE 1: DEVELOP CAPITAL, OPERATING AND NON-OPERATING PLANS

CAPITAL RENEWAL AND IMPROVEMENT PROJECT REQUESTS

Please submit FY24 and FY25 capital renewal and improvement projects requests for projects greater than \$100,000 but less than \$5 million. This is a new form Emory has asked departments to submit.

- *Who:* This form should be completed for E&G areas that are responsible for maintaining facilities.
- *What:* Requests for projects greater than \$100,000 but less than \$5 million. Please complete a separate form for each fiscal year.
- *When:* The forms can be submitted as early as May 15 and are due no later than July 15.



PHASE 1: CONTINUED...

SUPPLEMENTAL BUDGET REQUESTS

Submit FY25 supplemental budget requests through the existing Budget and HR request form (OnBase). You will need to attach or upload the new supplemental form to each request as your supporting documentation.

The supplemental request should include operational, program, and personnel requests that:

- Are ***systemic, critical, and essential*** to department operations/mission.
- Cannot be absorbed in the current fiscal budget.
- Have a cost ***greater than \$3,000***.

Do:

- Include new budget funding needs that have not already been requested formally.

Do Not:

- Include capital projects request as those will be covered in the form described above.
- Include budget requests from FY24 that did not get funded. They will automatically be included.

When: These budget requests can be submitted starting May 15 and are due no later than July 15.

Next Steps: Supplemental requests will be compiled and presented to ELT who will decide which asks to forward in the final presentation to Ways and Means for FY25.



PHASE 1: CONTINUED...

NON-OPERATING FUNDS PLANNING

In June, you will need to submit FY24 and FY25 non-operating funds planning for each of your gift and spendable endowment funds.

Emory is expecting **plans for both restricted and non-restricted**, general-purpose funds to be part of the operational funding plan for areas that have them.

- Funds should not be raised or accumulated without a plan in place.
 - You should project for:
 - How much funding you are expecting to bring in.
 - How much you expect to spend on non-operating accounts (gifts, endowments).
 - If a dollar threshold is needed for a special project or program, then that should be included as part of the spending plan.
- Departments with “reserves” will continue to provide their existing schedule in their normal format.

More information about this process and the form will be available in June.



PHASE II: REVIEW CAPITAL, OPERATING AND NON-OPERATING PLANS

The Finance Center will work with ELT to review all capital renewal and improvement projects requests, FY25 supplemental budget requests, and all non-operating funds plans.



PHASE III: PREPARE FEES AND ORGANIZATION CHARTS

Starting in September, the Finance Center will work with the appropriate departments to begin to create FY25 fees and will request all departments to submit an organization chart.

- Campus Life Communications will work with you on organizational chart format.

More information about this process and submission will be available in September.



PHASE IV: CAMPUS LIFE FY25 BUDGET SUBMISSION

Starting in October, the Finance Center will begin to submit Campus Life's FY25 budget into Axiom.



RESOURCES

The Finance Center will host weekly 1-hour drop-in sessions every Tuesday for any questions starting May 16 to August 15 from 10 – 11 a.m. Please use this [Zoom Link](#) to join the session.

If you have any budget planning questions, please contact your Finance Center budget liaison directly.

FORMS TO COMPLETE:

- [FY24 & FY25 Capital Renewal and Improvement Projects Form](#)
- [Campus Life FY25 Supplemental Request Form](#) for supplemental FY25 budget requests only.
- *Campus Life Non-Operational Planning form will be available in June.*

STRATEGIC GOAL ALIGNMENT:

- [One Emory: Ambition & Heart](#) - Link to Emory's strategic framework.
- [Campus Life Strategic Priorities](#) - Link to Campus Life's strategic priorities.



KEY DATES



EMORY CAMPUS LIFE BUDGET CYCLE

MAY

JUNE

JULY

AUGUST

SEPTEMBER

OCTOBER

NOVEMBER

DECEMBER

July 15

FY24 CAPITAL PROJECT REQUEST
(\$100K-\$3M)



FY25 CAPITAL PROJECT REQUEST
(\$100K-\$3M)



FY25 SUPPLEMENTAL BUDGET ASK



Aug. 15

FY24 NON-OPERATING FUNDS
SPENDING PLAN



FY25 NON-OPERATING FUNDS
SPENDING PLAN



Sept. 15

FY24
DEPT
ORG
CHART



FY25 FEE
DEVELOPMENT

FINAL BOT
APPROVAL OF
FY25
UNIVERSITY
BUDGET

FY24 APPROVED
BUDGET
LOADED TO
COMPASS

LOAD FY25
BUDGET INTO
AXIOM



FY24 Campus Life Department Action



FY25 Campus Life Department Action



Administrative Action



Due Date