TO: ALA Executive Board
           Budget Analysis and Review Committee (BARC)

DATE: January 23, 2018

INFORMATIONAL:

FY19 Budget Instructions & Assumptions

PRESENTED BY:

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OVERVIEW

Documents communicating initial Fiscal Year 2019 budget process components to all ALA Unit Managers. It is a summarization of assumptions, process timeline and due dates, as well as training opportunities for budgeting software.

Fiscal Year 2019 Table of Assumptions

Please refer to these FY 2019 Budget Assumptions when preparing your budget. Note that any changes to these assumptions will be communicated to all managers.

CATEGORY	FY 2019 ASSUMPTION	COMMENT
NON-PERSONNEL:		
Indirect Cost Overhead Rate (full)	26.5%	Based on Indirect Cost Study
Indirect Cost Overhead Rate (half)	13.25%	Web CE revenue
Grant Rate (Preliminary)	22.88%	Provisional Federal rate
Endowment Spending Rate	5.0%	
Inflation Rate	2.0%	
Bank Service Fees	2.85%	GL Line (5122) Bank S/C
Subscription Processing (IUT)	$6.00 & $6.30 RDA	GL Line (5903-4)
Registration Processing Fee	$5.55	
Benefits expense will be derived via formula calculations within Prophix *		
Employee Benefits	System generated	Formulas in budget template
Employee Benefits – Temps & OT	System generated	Formulas in budget template
Attrition %	4.5%	Formulas in budget template

* Formula based calculations within Prophix:

Please note that a series of refresher training sessions will be scheduled to review the formula-based salary and benefits budgeting process within Prophix.
Carnegie Room Dates: Details to follow for training 1/31 – 3/7 along with one-on-one training as needed or for those who can't attend.

Salary & Benefits Budgeting Process

Very briefly, last fiscal year we replaced a process that entailed an export of UltiPro payroll data that was then distributed via Excel and Outlook to Unit Managers. Each manager would then have to manually complete all calculations and data enter the aggregate results into the budget template, often multiple times.

New Process

This second year of a new automated process brings the same UltiPro salary data directly into Prophix, with view access limited by the Unit level security attached to that specific manager's login credentials. This security is controlled solely by ITTS. Formulas within Prophix will then apply Senior Management's assumptions for benefits expense and attrition as well as sum and distribute total benefits expense by unit directly into the budget templates.

Fiscal Year 2019 Budget Process

Jan 08 – Voting on pre-populating FY19 Budget Template for Funds 11,12, and 13 closes. (Y vs. N)

Jan 16 & 18 – 2nd Sr. Management Budget Planning Retreat

Jan 29 – Prophix templates and salary worksheets open. Task icons appear on homepage.

Jan 31 – Prophix & Budget Process Training (walk-in open-house sessions)

Feb 02 – Prophix & Budget Process Training (walk-in open-house sessions)

ALA MIDWINTER – Denver, CO

Feb 16 – Prophix & Budget Process Training (walk-in open-house sessions)

Feb 28 – Prophix & Budget Process Training (walk-in open-house sessions)   Refresher Training!

Mar 02 – Prophix & Budget Process Training (walk-in open-house sessions)

Mar 07 – Prophix & Budget Process Training (walk-in open-house sessions)

Mar 20 - PLA CONFERENCE, Philadelphia, PA

Mar 23 –Prophix templates locked   30 data entry days (not counting MW\PLA)

   FY 2019 Capital Requests due

   Unit Overview forms due

Mar 26 – Senior Management Team FY19 Budget Review – Day 1

Mar 27 – Senior Management Team FY19 Budget Review – Day 2

Mar 28 – Apr 13 – "Preliminary ALA FY19 Budget" presentation materials produced for BARC

Apr 13 – Upload all BARC materials to ALA Connect

Apr 19 – Spring Finance & Audit, Executive Board and BARC meetings commence