



MEMORANDUM

DATE: February 3, 2020

TO: Area Vice Presidents
Departmental Leaders
Budget Managers

FROM: Jim White, Vice President/Chief Financial Officer
Luis Morales, Budget Officer & Risk Manager

SUBJECT: Operating and Capital Budget Planning Process: FY2021, FY2022, FY2023

Welcome to a new semester and the beginning of the fiscal year budget process for FY2021, FY2022 and FY2023. We are starting the process early to give everyone plenty of time to engage in this process, which is a critical component of the NJCU annual planning cycle. Included in this memo are key dates as well as a brief overview of the process. The process for building the operating and capital budgets will be different from prior years:

Base Operating Budgets will stay at current adjusted levels for FY2020, as of April 1, 2020, as a



03/02 – 03/06	Phase I Capital Budget review meeting
03/16 – 03/30	Phase I Operating Budget meetings held with area Vice President's, departmental leaders and budget managers
03/23 - 03/27	Phase II Capital Budget final meeting



Capital budgets include technology, academic equipment, and facilities (or space). Technology is further divided between academic technology and administrative systems. Recommendations made by representatives from all of the aforementioned areas will be considered during the budget review and approval process. Please note that standard maintenance requests are handled by work orders that may be submitted throughout the year by area Vice Presidents or their representatives to the Office of Physical Plant as needs arise.

Summary

We thank you for your support, hard work, and collaboration in the NJCU budget process. We understand and appreciate the work required by all areas of NJCU. We also understand that it can be frustrating to go through this process and not receive funding for all of (or any of) your new requests. However, please understand that we, in conjunction with the senior leadership of NJCU, undertake to deliver a budget that first and foremost serves our students. That translates into striking a balance among several objectives:

1. Making NJCU as affordable as possible for our students;
2. Investing in the top strategic priorities of NJCU; and,
3. Ensuring the ongoing financial viability of NJCU.

Again, we thank you all for your support of the FY2021 budget process!