



## Fiscal Year 2020 Budget Instructions

Here are the instructions and due dates for the FY2020 budget materials. There will be an online review scheduled in the future.

**All increases in tuition rates (differential or other) are contingent**  
upon final results of the legislative session, and any tuition implications resulting thereof.

### **Due Monday, April 22, 2019:**

#### **1. Differential Rate Request Form (submit to [budget@minnstate.edu](mailto:budget@minnstate.edu))**

There are three criteria that trigger the need to complete the differential rate request form in FY2020:

1. Existing undergraduate courses and programs when the proposed increase is in excess of three percent
2. Existing graduate courses and programs where the proposed increase is in excess of three percent
3. Undergraduate or graduate courses or programs not previously offered at the college or university for which a differential is being requested

Complete one form for each request and pay close attention to the instructions for the *Documentation of Need* section. Be as specific as possible. Requests will be reviewed by Vice Chancellor King to determine what is included in the package presented to the Board of Trustees for approval.

#### **2. Fee Increase in Excess of 3% Request Form (submit to [budget@minnstate.edu](mailto:budget@minnstate.edu))**

Fee increases are limited to three percent in aggregate, including Revenue Fund fees that are charged to all students. If a college or university would like to increase fees above the three percent limit, complete this form and submit it to the system office, along with a letter supporting the proposed increase from the campus student association.

#### **3. Revenue Fund Worksheets (submit to Kay Buhl ([kay.buhl@minnstate.edu](mailto:kay.buhl@minnstate.edu)))**

Complete the revenue fund worksheets. You can find the instructions and forms here: <http://www.minnstate.edu/system/finance/facilities/revenuefund/index.html>.

#### **4. Student Consultation Letters (submit to [budget@minnstate.edu](mailto:budget@minnstate.edu))**

Please work with your campus student associations to ensure they submit a letter describing their tuition and fee consultation experience, including Revenue Fund consultation, as required by Board Policy 5.11 on Tuition and Fees <http://www.minnstate.edu/board/policy/index.html>.



## **Due Wednesday, May 29, 2019:**

### **5. Fee Rate Worksheet (Enter data on [SharePoint](#))**

Complete the FY2020 fee rate worksheet posted on the SharePoint site. Fee increases are limited to *three percent in aggregate*, including revenue fund fees that are charged to all students, unless an exception is granted as noted above. Fee increases for the Student Life Activity fee and the Athletics fee that are in excess of two percent (individually, NOT in aggregate) require a referendum showing student support. Specific guidance for holding a campus referendum has been created by Academic and Student Affairs. Contact Steve Ernest or Kathy Hanon if you need assistance in setting up this process. Reminder that maximum fee rates for Technology is now \$12 per credit and for Health Services is \$75 per term. Fees included in the aggregate calculation are shown on the fee increase form.

### **6. Tuition Rate Worksheet (Enter data on [SharePoint](#))**

Review and make changes to the FY2020 tuition rate worksheet posted on the SharePoint site. Ability to raise tuition is unknown at this time. For planning purposes, assume no more than three percent if given the opportunity.

### **7. Budget Narrative (submit to [budget@minnstate.edu](mailto:budget@minnstate.edu))**

The narrative contains five parts: 1) describe how your FY2019 original budget was developed; 2) describe adjustments to your FY2019 budget compared to plan; 3) identify the assumptions and risks to your FY2020 budget plan; 4) describe how your operating budget supports your academic and student success goals; 5) for colleges and universities operating under Financial Plans, provide an update on the plan's implementation. Limit the response to parts 1-4 to three pages in total.

### **8. Budget and Enrollment Worksheet (Enter data on [SharePoint](#))**

Complete the [FY2020 Budget Worksheet](#) on the tab specific for your college/university in the FY2020 Budget Template on SharePoint. Also, complete projected tuition revenue and FYE enrollment data on the tab specific for your college/university in the [FY2020 Enrollment Template](#).

### **9. Reallocation, Investments and Reductions (submit to [budget@minnstate.edu](mailto:budget@minnstate.edu))**

Complete the attached reallocation worksheet for FY2020 (planned) and FY2019 (final). The data should include general fund dollars (funds 110, 120 and 830). Document the number of positions and programs impacted in the appropriate columns. This information is collected annually to create a historical record of reallocations, investments and reductions by institution. Contact Matt MacInnes ([matt.macinnes@minnstate.edu](mailto:matt.macinnes@minnstate.edu)) if you have questions on how to fill out the forms.



## **10. Health Services Sources and Uses (Enter data on [SharePoint](#))**

For colleges and universities who charge a health service fee, complete the sources and uses table specific for your college/university for health services for FY2019 and FY2020, as required in statute.

### **Questions**

If you have any questions about the budget materials or deadlines please contact Steve Ernest (651-201-1710) or Susan Anderson (651-201-1707).

1<sup>st</sup> reading of the FY2020 budget will be May 21-22<sup>nd</sup>

2<sup>nd</sup> reading will be June 18-19<sup>th</sup>

Forms 1, 2, 4, 7 will be submitted to [budget@minnstate.edu](mailto:budget@minnstate.edu). Forms for #3 will be submitted to [kay.buhl@minnstate.edu](mailto:kay.buhl@minnstate.edu). Forms for 5, 6, 8 and 10 should be filled out on the [FPA SharePoint](#) site.