

FY26 & FY27 Budget Preparation Guidelines General University Fee, Student Health Services Fee

Please note the following guidelines for preparing your budget packet for review by the Student Activity and Service Fee Advisory Committee:

Timetable:

- | | |
|---|---|
| Friday, November 1 | <i>Deadline for submission</i> of budget packet to Office of the Vice President for Student Life and Enrollment |
| Tuesday, November 12 | <i>Open Forum</i> with Student Activity and Service Fee Advisory Committee for students to ask questions of the Committee prior to the scheduled public hearings |
| Wednesday, November 13
& Thursday, November 14 | <i>Public Hearings</i> held |
| Mid-December | <i>Recommendations</i> for submitted to the Provost and Executive Vice President for Academic Affairs, Vice President for Student Life and Enrollment and the Executive Vice President for Finance and Chief Financial Officer |
| Late Fall/Early Spring | <i>Senior Administration review recommendations</i> |

Authority and Approvals: The Student Activity and Service Fee Advisory Committee is **advisory** to the Provost, Vice President for Student Life and Enrollment, and the Executive Vice President for Finance and thus our charge is to make recommendations regarding any increase in the allocation of the General University Fee to individual departments. If the recommendations are endorsed by the University Administration, they will determine how and if any increase is sent to the Board of Trustees for consideration, if necessary.

The Budget Packet: Please provide the full financial and narrative information as requested on the attached spreadsheet as well as respond to the narrative questions provided (use whatever space is necessary to answer the question appropriately). Please note that the committee is interested in reviewing summary information about your budget, as requested, and excessive detail is generally unnecessary.

Assistance in preparing your budget packet: The staff in the University's Budget Office are available to assist you in preparing your budget packet. Please feel free to call your budget analyst with specific questions.

Department Information and Narrative Questions
Fall 2024 for FY26 (July 1, 2025 – June 30, 2026) and FY27 (July 1, 2026 – June 30, 2027)

DEPARTMENT INFORMATION

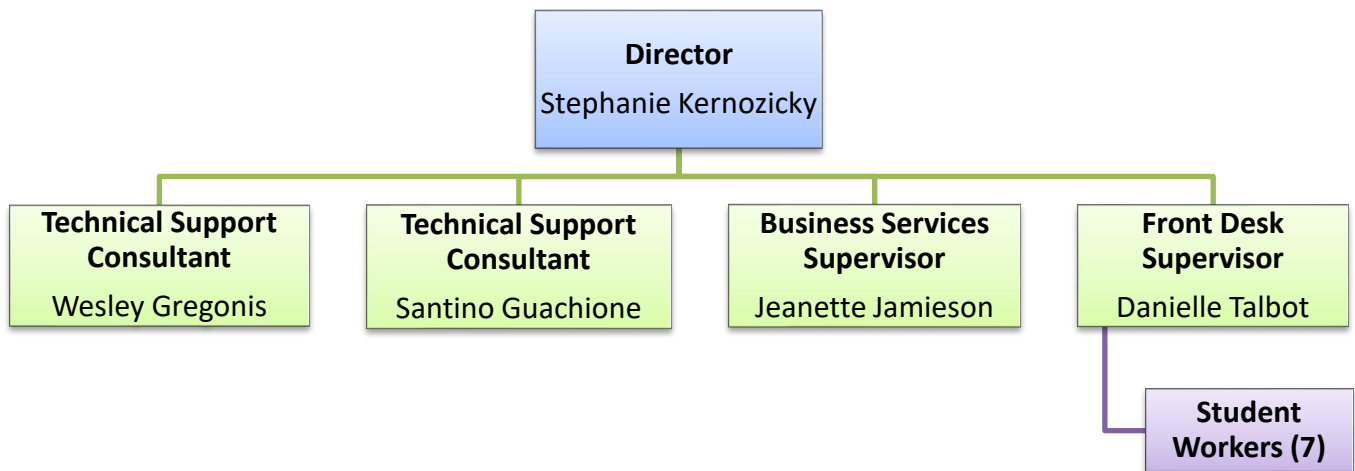
Department: [One Card Office](#)

Staff involved in preparing budget:

- **Department Head:** [Stephanie Kernozicky](#)
- **Budget staff:** [Jeanette Jamieson](#)
- **Other staff:**

ORGANIZATION STRUCTURE

Please attach a current organization chart with your submission.



FINANCIAL INFORMATION

Please complete the attached spreadsheet and submit with the qualitative information below. All the previous year and current year information was pre-populated by Budget Office staff. Should you have questions about the information, please contact your Budget Office analyst at your earliest convenience to clarify. Please review the narrative questions below in advance of completing the spreadsheet to understand how the two parts mutually shape your submission.

NARATIVE INFORMATION

Please answer the following questions in as much detail as necessary to support your budget proposal. For your current year (FY25) and next following TWO year's (FY26 AND FY27) budget, it will be important to know your expected expenses and the necessary revenue to cover these expenses. The following questions are designed to collect the important information that will help the Committee and the senior administration understand your specific circumstances.

1. Briefly describe the programs and services provided that are funded by a) the General University Fee/Student Health Fee, and b) are funded by other revenue (if applicable). [OCO provides UConn One Cards \(official IDs\) to students and employees \(faculty and staff\); replacement IDs generate revenue for the office.](#)

GUF funds the physical cardstock and materials to print the IDs. Husky Bucks revenue also helps fund the materials and maintenance contracts.

2. Please explain any significant changes (positive and negative) in this year's budget/spending plan from last year. Fringe rates significantly decreased from FY24 to FY25, reducing original projections by \$17,976. With an absence in increased fees (convenience fees for Husky Bucks deposit with credit card, replacement ID cost and no GUF increase request), OCO significantly reduced expenses in FY24 only by cutting cardstock and supplies in half. The lease for the office vehicle ends on 12/31/24, which resulted in reduced costs, saving \$1,708.68 for FY25 and \$3,417.36 for FY26, onward. OCO is looking to purchase 3 new printers in FY25 at approximately \$30,000; these printers are coded as capital equipment and purchased every 5 or so years as they near end of life and are no longer supported.
3. Describe other sources of revenues for your unit, if any. Do you anticipate any changes in the other sources of revenue (either increases or decreases), during the current year (FY25) or for your proposed budget in FY26 and FY27? If so, please explain. Presented at Orientation Summer 2024 Expo Session: \$38,625 in Husky Bucks deposits to drive Husky Bucks revenue since COVID, and OCO plans to continue having a presence for future expos. ID replacement costs continue to generate more revenue than Husky Bucks since FY22 by nearly double. The GET application was purchased this fiscal year which supports GrubHub; allowing cardholders to use their Husky Bucks through the app at off-campus Husky Bucks merchants. UConn will see a revenue share from this; the goal is to have GrubHub implemented for Spring 2025 semester.
4. Staff counts
 - a. Please identify the number of filled full-time equivalent staff (this may be different than the number of employees if any staff work less than 100%.) and how they are funded – GUF vs other revenue. Note: Graduate Assistantship count as .5 FTE.
5 full-time staff (2.5 employees funded by GUF; 2.5 funded by Dining Services)
 - b. Please identify the number of vacant full-time equivalent staff (again, this may be different than the number of positions unfilled if any of the vacancies are designated as less than 100%). N/A
 - c. Do you have any special payroll staff? If so, what is their role? 1) in place of vacant positions, 2) supporting temporary needs, or 3) other (please explain)? No
5. For planning purposes, the collective bargaining increases for FY26 and FY27 for all staff is anticipated to be 4.5% (contracts have NOT yet been negotiated) and the fringe benefits rate should stay at the current FY25 rate (please see the full list of rates [here](#)). Based on this information, do you anticipate needing additional funds to cover any annual increase in salary expenses for your **current** staff that are not able to be covered with your current (FY25) budget? If so, what is the anticipated total increase needed (**please list as % increase over FY25 amount AND actual dollar amount**). Note: If additional funds are needed and approved for salaries by the central administration, the Budget Office will determine the amount to be allocated based on ACTUAL changes to staff salaries once those increases are known (summer of FY26 and summer FY27 respectfully). Are there other increases for Personnel Services for current FTE's that are not related to CBI increases? If yes, please explain in necessary detail. No but the One Card Office is using its fund balance.
6. After developing your FY26 and FY27 current services budget proposal (budget for your current programs, services, and staff) and identifying your corresponding expenses, is your budget supported by your current revenue? If no, please provide the necessary details for the following (note there may be additional information requested in support of your budget proposal. If such additional information is needed, the Committee will inform you of this request as soon as possible).
 - a. CURRENT SERVICES - What portion of the requested amount (% increase over FY25 AND actual dollar amount) is for operating funds to maintain current services, (i.e., no additional programs or services)? OCO is not requesting an increase for FY25-FY27 but using the fund balance and will need an increase for FY28 and onward.

- b. What opportunities have you taken to reduce, eliminate or reallocate funds to mitigate these requested increases?
7. What would be the potential impact on your programs/services and on the overall student experience if the proposed increase listed above were not approved? [The Husky One Card is issued to all students and employees. 75% of cards issued are tri-cards \(all three access technologies\); with price increases for cardstock on the horizon, the office would have to increase the cost for a replacement ID substantially \(currently \\$30\).](#)
8. What are the current (end of FY25) and projected (end of FY26 and end of FY27) levels of your reserves/fund balances for all accounts under your purview? What plans do you have for these resources and over what period? Please explain in as much detail as necessary to help the Committee understand the level and purpose of any fund balance/other account.
[FY25: \\$928 in GUF, \\$75,143 in Operating, totaling: \\$76,071](#)
[FY26: \\$2,263 in GUF, \\$51,304 in Operating, totaling: \\$53,567](#)
[FY27: \\$747 in GUF, \\$6,952 in Operating, totaling: \\$7,699](#)
- [Operating account revenue, ID replacements and Husky Bucks revenue, have been on the decline and are not enough to cover expenses.](#)
9. Within the next three years (FY26-FY28), do you anticipate any needs that are not able to be covered by your annual operating budget? If yes, please provide a description of the need, why it is necessary, the anticipated cost, if known, and any additional information that would be useful for the committee to understand. [CBORD \(card system\) contract ends October 2028 – this may alter expenses. The potential move to mobile credentials will also have an impact.](#)
10. Please describe how students (number/percentage of students) utilize your services and/or participate in your programs. Do others benefit from your programs and services? If yes, please explain. [The entire student body and employees at the University \(including regional campuses\) utilize the UConn ID. The UConn ID provides access to dining, residence halls, recreation facility and building/classroom/lab.](#)
11. Are students involved in providing input and/or feedback in your budget process? If yes, please describe. [No](#)
12. Is there any additional information that the committee should be aware of in reviewing your budget proposal? [Unknown future of the Husky Bucks program. This impacts one of our revenue streams and we may have to continually request more funds to offset decline.](#)

ID Replacement Revenue vs Husky Bucks Revenue





*Note: For current and next year forecasts, we are not looking for minor changes at this point. Please use this as an opportunity to show significant swings to budget, or changes that may affect your annual allocation request.

	Fill in		Fill in		Fill in		Fill in		Fill in		Fill in		Fill in		
	Student Fee Advisory Committee														
	General University, Student Health and Summer Program Fee Budget Projection Form														
One Card	FY24 GUF Actuals	FY24 Non-GUF Actuals	FY24 Total Actuals	FY25 GUF Original Budget	FY25 Non-GUF Original Budget	FY25 Total Original Budget	FY25 GUF Current Forecast	FY25 Non-GUF Current Forecast	FY25 Total Current Forecast	FY26 GUF Budget	FY26 Non-GUF Budget	FY26 Total Budget	FY27 GUF Budget	FY27 Non-GUF Budget	FY27 Total Budget
Revenue															
GUF Allocation	513,033	-	513,033	513,033	-	513,033	513,033	-	513,033	513,033	-	513,033	513,033	-	513,033
University Supported Permanent Funds	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Fee Revenue	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Grants and Contracts	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Foundation, Investments & Gifts	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Sales & Services Of Educational Activities	-	(65)	(65)	-	(386)	(386)	-	(386)	(386)	-	(739)	(739)	-	-	-
Sales & Services Of Auxiliary Enterprises	-	134,480	134,480	-	120,000	120,000	-	120,000	120,000	-	118,000	118,000	-	115,000	115,000
Other Revenue	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Transfers In (Outside Unit)	(0)	478,183	478,183	(513,033)	459,765	(513,033)	-	441,989	441,989	-	488,402	488,402	-	509,003	509,003
Total Revenues	513,033	612,598	1,125,631	513,033	579,379	1,092,412	513,033	561,602	1,074,635	513,033	605,664	1,118,697	513,033	624,003	1,137,036
Expense															
Permanent & Continuing Salaries	231,634	213,447	445,081	228,960	239,249	468,209	228,241	241,171	469,412	224,592	266,989	491,581	234,666	279,036	513,702
Temporary Salaries	-	35,006	35,006	-	51,500	51,500	-	51,500	51,500	-	54,500	54,500	-	57,800	57,800
Other Personal Services	3,189	729	3,918	1,458	1,458	2,916	1,491	1,491	2,982	-	2,982	2,982	-	2,982	2,982
Fringe Benefits	185,000	169,082	354,082	182,228	192,059	374,287	162,946	172,126	335,072	159,381	191,432	350,812	166,533	199,985	366,518
Salary/Benefits	419,823	418,264	838,087	410,646	484,266	894,912	392,678	466,288	858,966	383,973	515,902	899,876	401,199	539,803	941,002
Services	-	57,195	57,195	-	59,833	59,833	-	59,833	59,833	-	60,798	60,798	-	61,952	61,952
Supplies	70,537	25,399	95,936	113,350	40,390	153,740	111,100	40,390	151,490	127,725	24,028	151,753	113,350	39,825	153,175
Travel	-	774	774	-	10,000	10,000	-	10,000	10,000	-	10,000	10,000	-	10,000	10,000
Equipment	-	345	345	-	31,000	31,000	31,000	2,245	33,245	-	1,000	1,000	-	1,000	1,000
Fees, Dues & Memberships	-	4,783	4,783	-	11,595	11,595	-	11,595	11,595	-	8,525	8,525	-	8,525	8,525
Rentals And Leases	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Telecommunications	-	5,378	5,378	-	6,180	6,180	-	6,180	6,180	-	6,180	6,180	-	4,180	4,180
Financial Aid	-	2,991	2,991	-	-	-	-	-	-	-	-	-	-	-	-
Other Expense	-	6,374	6,374	-	4,779	4,779	-	4,779	4,779	-	3,070	3,070	-	3,070	3,070
Transfers Out (Outside Unit)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Non-PS Expense	70,537	103,239	173,776	113,350	163,777	277,127	142,100	135,022	277,122	127,725	113,601	241,326	113,350	128,552	241,902
Total Expense	490,360	521,503	1,011,863	523,996	648,043	1,172,039	534,778	601,310	1,136,088	511,698	629,503	1,141,201	514,549	668,355	1,182,904
Net Within Unit Transfers (In)/Out*	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Net Income/(Loss)	22,673	91,095	113,768	(10,963)	(68,664)	(79,627)	(21,745)	(39,708)	(61,453)	1,335	(23,839)	(22,504)	(1,516)	(44,352)	(45,868)
Prior Year Fund Balance	1	23,750	23,750	22,673	114,851	137,524	22,673	114,851	137,524	928	75,143	76,071	2,263	51,304	53,567
Total Funds	22,674	114,854	137,528	11,710	46,187	57,897	928	75,143	76,071	2,263	51,304	53,567	747	6,952	7,699
Restricted Funds**															
Restricted Funds Reason															

*Note that "Net Within Unit Transfers" will not net to zero if an account that was part of "Within Unit" transfer transactions is now part of a different unit
 **If any funds that are listed in "Prior Year Fund Balance" are unavailable/restricted, please indicate the total that is unavailable, and the reason for restriction.