

Budget Committee Report to the College Council 02/28/2018

I would like to update the College Council on the status of OTPS expenses. As of the end of February, out of \$23Mil allocated to the divisions and departments (excluding rent) almost \$7Mil. or 30% remains uncommitted. The Budget department distributed up-to-date reports to major divisions and departments showing the status of expenditures and encumbrances. Some areas did not commit even 50% of their OTPS budget allocations. It is critical that departments review their OTPS budgets and expedite the planned procurement of goods and services.

The annual memo regarding the deadline for OTPS expenditures was distributed. I would like to remind you that March 16 is the deadline for submission of purchasing requisitions against FY17-18 budget. After this date the Budget Office has a discretion of sweeping the available uncommitted departmental OTPS budget balances in CUNY1st. for the purpose of reallocating the funds to the college renovation and construction projects.

It is also important to comply with deadlines established for processing the reimbursement for travel expenses. All travel authorizations for travel before June 30, 2018 must be entered in the system before May 31, 2018, and travel expense reports must be submitted within 30 days after return from travel, but no later than July 6, 2018.

The total college's budget allocation was recently reduced by \$1.7Mil. as a result of reduction in NYS funding due to reduced community colleges enrollment. It is highly possible that a similar mid-year budget reductions will be implemented in the future years as long as the downward enrollment trend will continue. University Budget Office advised that colleges must establish the reserves for such future reductions in their budgets. Therefore, we would have to take this negative reduction in consideration when plan for FY18-19 budget.

FY18-19 Budget request call letter will be sent out soon. As in the past, the departments will be provided the history of OTPS expenses for the prior year and anticipated expenses for the current year. The departments must submit their OTPS budget requests for 18-19 for the review of respective divisional VP. All requests for additional funding or new initiatives must be substantiated by justification showing the link with the goals and objectives of current college strategic plan.

Resources for the new full-time hires also will be allocated based on the analysis of the assessment data and periodic evaluations, aligned with BMCC's mission and strategic goals.