



MEMORANDUM

To: Deans & VP's  
From: Kim I. Murray  
Re: 2006-07 Allocation Establishment  
Date: May 16, 2006

This memo provides information and requests completion of materials necessary for the establishment of the 2006-07 departmental account allocations. We are hopeful that the SUNY Board of Trustees will approve a Financial Plan in the near future and anticipate the customary call for the completion of Form I materials shortly thereafter.

To be prepared to respond to their call and have allocations posted to the system as soon as possible, we have established the following deadlines for submission of materials:

State/DIFR Allocations	Wednesday, June 7th
IFR Budget Plans	Friday, June 9th
C&S Reallocation Plans	Wednesday, June 21st

**Base Reconciliation Materials**

Attached is the customary packet of materials displaying your unit's preliminary base for the 2006-07 fiscal year. These materials reflect budgeted funds which support positions in State, DIFR, IFR and Indirect Cost as well as the budgeted TS/OTPS available to your unit. The PSR detail is dated May 8<sup>th</sup>. Changes since that date have not been reflected nor do the figures do not include any 06-07 contractual negotiated salary increases. Funding to support the contractual increases will be held centrally and distributed once the process is complete. Discrepancies in these materials should be brought to the attention of Denise Hoecker at 7-4760.

**Departmental Allocation Template**

This template is used to establish specific allocations at the account level. Consistent with past practice, we will pre-post the PSR information once we have confirmed the reconciliation with your fiscal managers. We ask that the remainder of the spreadsheet be completed to establish account allocation levels for temporary service, supplies, printing, postage, graphics, telephones, and equipment. This template will be forwarded electronically to your fiscal officer. The completed electronic spreadsheet should be returned to Denise Hoecker no later than Wednesday, June 7th.

**IFR Budget Plans**

IFR Project managers will be receiving a direct communication from Sophia Hammett Turner on the completion of IFR Budget Plans for each account they manage. The

budget plans will be analyzed by Sophia for solvency, and allocation will be posted to accounts accordingly. These plans will be due back to Sophia on June 9th. Once the completed plans have been received and reviewed, we will provide you with summary information for the accounts falling within your area.

### **College & School Reallocation Plans**

The materials necessary to complete your 2006-07 reallocation plans are included as well. This plan identifies how resources that are available from vacant positions and leaves will be reallocated to support new hires, adjunct budgets, and other commitments that may be in your financial plan for the coming year. Please contact Travis Sealls if you need assistance in completing these plans. The completed plans should be forwarded electronically to Travis by June 21st.

### **Budget Template**

After we've received your submissions, we will work with your staff to update the template.

### **One-time contribution**

You were notified of the expected one-time contribution when you received the materials for your budget hearing with Provost Herbst and Vice President Lowery. When you submit your reallocation plan, please let us know how you intend to meet the contribution during 06-07.

As always, if you or your staff has questions, feel free to call on us for assistance. We can be reached at 7-4760.

C: Provost Herbst  
Vice President Lowery  
Fiscal Managers