

Budget Council
May 10, 2023

Participants:

Dan Hall, Lori Peterson, Rachel Warren, Morgan Sandvick, David Johnson, Luke Fidge, Mike Boogaard, Magdalena Moulton, Lori Loseth, Kt Peterson, Tyler Cox, Stacey (Simeon) Hall, Brooke Marshall (not present: Chad Miltenberger, Stephanie Groom)

Agenda:

1. Review of 1st draft of the state allocation; what we know and what is still unknown, review status of the FY24 draft budget and year end forecast for FY23.
2. Review/Adopt Draft Charter

Meeting summary:

1. We reviewed the FY2020, 2021, 2022 budget to actuals which included the FY2023 budget and estimate through the end of FY2023.
2. For the rest of FY23, it was estimated that all departments would fully expend their goods and services budget. However, historically the non-personnel expenses are not being fully expended by the end of the fiscal year. We discussed that we would like to take a further look into how departments are budgeting their non-personnel costs.
3. We discussed that we are expecting to end the year with a 2.4 million favorable balance but will expect to see that fluctuate as more happens throughout April, May, and June.
4. We discussed the importance of spending funds throughout the fiscal year and not spending them rapidly before the year ends because there is a large balance remaining. The Business Office has sent out reminders and deadlines for when all purchasing needs to be done.
5. As previously discussed, Dan plans to have quarterly meetings with budget managers to review budgets and balances.
6. We discussed that there are currently around a dozen positions on hold and will be taken off hold when needed.
7. We reviewed that the estimated revenue from the Conference Budget Draft Allocation is around 38,517,670.
8. We discussed that we are planning to pull 370k in reserves and 1 million in federal lost revenue for the FY24 Budget.
9. We estimate we will receive 2.5 million more in state funds for FY24, compared to FY23.
10. There were concerns about reducing the non-personnel budgets due to departments not fully expending what they have been allocated as some departments will use the leftover money for upgraded technology. As it relates to technology, IT is working on a replacement plan for technology and creating a cycle for when things need upgraded or replaced. We expect this plan will help in estimating technology costs for the fiscal year.

11. As the discussion continued, Lori encouraged that departments plan for what goods and services they need for the fiscal year when proposing their budget for FY24 and to spend that money periodically through the fiscal year.
12. The council reviewed and signed the charter. Every year we will revisit the charter and see if we can make any improvements.
13. There was a question on solar panels and if they could be used as a cost saving mechanism for the increased utility costs. There have been discussions on this with Rob Lenahan and whether we could get grant funding to support this kind of project.
14. Dan discussed that program review will begin this fall and we will begin developing a rubric.

Next meeting: 5/24/2023, 2:00-3:00 pm