



Central Connecticut State University

To: University Planning and Budget Committee
From: Charlene A. Casamento, CFO
Date: January 31, 2019
RE: FY 2020 Budget Request

The Fiscal Division serves as a resource to the University and System Office, as well as performs many adhoc tasks such as serving as the audit liaison, providing expenditure information/analysis and serving/supporting initiatives such as the Integrated Budget Model, which is now in Phase 2. One of our strengths has been our ability to retain employees for many years and those employees have developed a store of knowledge, operate at a high-level of efficiency, which will require a significant amount of resource to bring future employees up to speed. The Fiscal Division will continue to experience staffing challenges with an anticipated 4 more retirements in the next 12 months.

FY2019 has certainly had challenges that will continue into FY2020 for the Fiscal Team that started with the implementation of a new chart of accounts on 7/1/18 and will for a period of years make comparisons of historical data from one chart to another difficult. This will be further complicated, especially for the Fiscal Division when our current reporting tool, Hyperion that we have been using for years is replaced with Web Focus. Hyperion has enabled the fiscal division to provide custom reports and ad-hoc queries to support the campus community. We will be working over the coming months to understand whether or not Webfocus will be able to provide that functionality, or if additional tools will be needed to supplement Webfocus to meet this critical need.

In addition, in FY 2020 we expect that considerable time and effort of our resources will be spent moving from Image now to Onbase.

At the beginning of FY 2019, Operational Logistics & Event Management joined the fiscal team. It was the previous practice to have the student workers for the mail room, copy center and event management booked to event management. The student worker expenses associated with the mail room and copy center were moved retroactively in FY 2018, and in FY 2019 the students have been charged to the correct banner index. A portion of the budget was moved with the expense to the mailroom as the copy center had sufficient funding to absorb their student worker expense.

In preparing this request, I transmitted the full package to each direct report and we had a meeting on how the process should be followed in submitting any budget requests associated with their departments. That process only resulted in a request from Event Management.

During FY 2019, two University Assistants were approved for Event Management. One provides OSH required supervision for events and the other serves as a support person. I am requesting to extend for up to one additional year, while the Event Management Task Force report is examined and a path forward is determined.