

TO: Unit Directors

FROM: Kathy Stathis, Interim Director

RE: FY25 Budget Planning

DATE: January 25, 2024

In the spirit of agile stewardship outlined in the new strategic plan, every Unit Director plays a crucial role in contributing to the long-term fiscal sustainability of Ramapo College. As a step toward this goal, please only request **critical, mandatory or contractual** increases during this year's budget process. Savings of any nature are always welcome.

Operating Budgets

The FY25 budget is based on the FY24 Original Budget plus any recurring budget changes that have been distributed to a unit's budget. Before requesting any budget increases, carefully review your unit's FY24 budget and expenditures to determine if any potential efficiencies or reallocations can result in cost savings. Please discuss the development of your unit's budget with your core Vice President and reach out to the Budget Office should you need help with this process.

Budget Changes

Budget changes are increases or decreases to your unit's budget that are either **not already included in your unit's base budget or no longer needed in your unit's budget**. This includes annual software increases or decreases, changes to existing and approved contracts, staff training, new equipment for labs, cancelled programs, etc. Identifying potential savings will be critical to balancing the FY25 college budget.

Requests for additional new funding must contain very specific descriptions to evaluate the need and priority.

- Funds that are expected to **recur** in all subsequent years must be clearly indicated
- Requests for staffing should **not** be included in this process, please contact HR for assistance

All change requests **must be approved by core Vice Presidents prior** to being entered into Adaptive. Vice Presidents will then review and prioritize all requests together. Approved requests will be available in Adaptive on July 1st.

Please complete all FY25 budget changes in Adaptive by Friday, March 1st

FY24 Budget Changes

Recurring budget changes will not appear in the FY25 budget until they are requested to be released. The deadline to request these is June 1st. Funds will not be released until current funds in the unit's pool are exhausted.

Adaptive Planning

A step-by-step guide is available [here](#) to assist with entering FY25 change requests in Adaptive.

Register [here](#) for either of these hand-on Adaptive training sessions:

- **Monday, February 5th at 2:00 pm, in ASB 219 and on Webex**
- **Wednesday, February 21st at 10:00 am in ASB 219 and on Webex**

Capital requests will not be entered into Adaptive for FY25, they will be submitted directly to your core Vice President. Please look for a separate communication with more information.