

**STATE UNIVERSITY SYSTEM OF FLORIDA
BOARD OF GOVERNORS
August 31, 2017**

SUBJECT: 2017-2018 Board General Office Budget

PROPOSED BOARD ACTION

Approve the 2017-2018 Board General Office Budget and authorize the Chancellor to make changes as necessary to support office functions

AUTHORITY FOR BOARD OF GOVERNORS ACTION

Article IX, Section 7, Florida Constitution; 2016 General Appropriations Act

BACKGROUND INFORMATION

The Board General Office budget for 2017-2018 totals \$8.3 million and supports 65 authorized positions. The 2017 General Appropriations Act allocates funds by specific category and funding source as follows:

| Appropriation Category | Appropriation |
|--|----------------------|
| Salaries & Benefits - GR | \$5,913,625 |
| Salaries & Benefits - Trust Funds | \$772,719 |
| | |
| Other Personal Services - GR | \$51,310 |
| Other Personal Services - Trust Funds | \$20,785 |
| | |
| Expenses - GR | \$736,982 |
| Expenses - Trust Funds | \$156,799 |
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| Operating Capital Outlay - GR | \$11,782 |
| Operating Capital Outlay - Trust Funds | \$5,950 |
| | |
| Contracted Services - GR | \$240,127 |
| Contracted Services - Trust Funds | \$73,000 |
| | |
| Risk Management Insurance - GR | \$11,619 |
| | |
| DMS - HR Services - GR | \$17,181 |
| DMS - HR Services - Trust Funds | \$4,267 |

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|-------------------------------|-----------|
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| Data Processing Services - GR | \$269,527 |

Each funding source and category has specific restrictions on spending funds from that appropriation. Appropriations are allowed to be transferred between categories via budget transfers filed with the Governor’s Office. These transfers cannot exceed five percent or \$250,000 whichever is greater. Any transfers in excess of this amount must be approved by the Legislature and Governor through an established budget amendment process.

Appropriation Funding Source:

- General Revenue – appropriations from this source has the least restrictions and can be used for any basic operating expense.
- Trust Funds – appropriations from this source are primarily used to support Board Facility Office staff and expenses.

Appropriation Category:

- Salaries & Benefits – salaries and benefits associated with 63 authorized positions.
- Other Personal Services – these funds are utilized for temporary employment. The Board utilizes university students to supplement basic phone coverage and other office needs.
- Expenses – these funds are utilized for basic operating expenses such as travel, rent, office supplies, or equipment costing less than \$1,000.
- Operating Capital Outlay – these funds are utilized for items costing more than \$1,000, such as computers or furniture.
- Contracted Services – these funds are utilized for any service requiring a contractual agreement.
- Risk Management Insurance – these funds are transferred to the Department of Management Services to cover the costs associated with the State’s risk management pool.
- DMS - HR Services – these funds are transferred to the Department of Management Services to cover the costs associated with the State’s PeopleFirst System.
- Data Processing Services – these funds are transferred to the Northwest Regional Data Center to pay for data storage services.

Supporting Documentation Included: Information located in the Budget & Finance Committee Materials