

**STATE UNIVERSITY SYSTEM OF FLORIDA
BOARD OF GOVERNORS**
September 16, 2020

SUBJECT: 2020-2021 Board General Office Budget

PROPOSED BOARD ACTION

Approve the 2020-2021 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; 2020 General Appropriations Act

BACKGROUND INFORMATION

The Board General Office Budget for 2020-2021 totals \$9.2 million and supports 65 authorized positions. The 2020 General Appropriations Act allocates funds by specific category and funding source as follows:

Appropriation Category	Appropriation
Salaries & Benefits - GR	\$6,130,063
Salaries & Benefits – Trust Funds	\$801,329
Other Personal Services – GR	\$51,310
Other Personal Services – Trust Funds	\$20,785
Expenses - GR	\$736,982
Expenses – Trust Funds	\$156,799
Operating Capital Outlay - GR	\$11,782
Operating Capital Outlay – Trust Funds	\$5,950
Contracted Services – GR	\$784,103
Contracted Services – Trust Funds	\$73,000
Risk Management Insurance - GR	\$12,581
DMS – HR Services - GR	\$17,130
DMS – HR Services – Trust Funds	\$4,254

Data Processing Services - GR	\$349,859
Total GR	\$8,094,610
Total Trust Funds	\$1,062,117

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.

The Governor is withholding six (6) percent of General Revenue and trust funds for all entities given the decline in Revenue collections. For the Board Office this is approximately \$547,000. To accommodate this potential reduction, vacant positions will not be filled, travel will be reduced and other cost saving measures will be put in place.

Appropriation Funding Source:

- General Revenue – appropriations from this source have 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