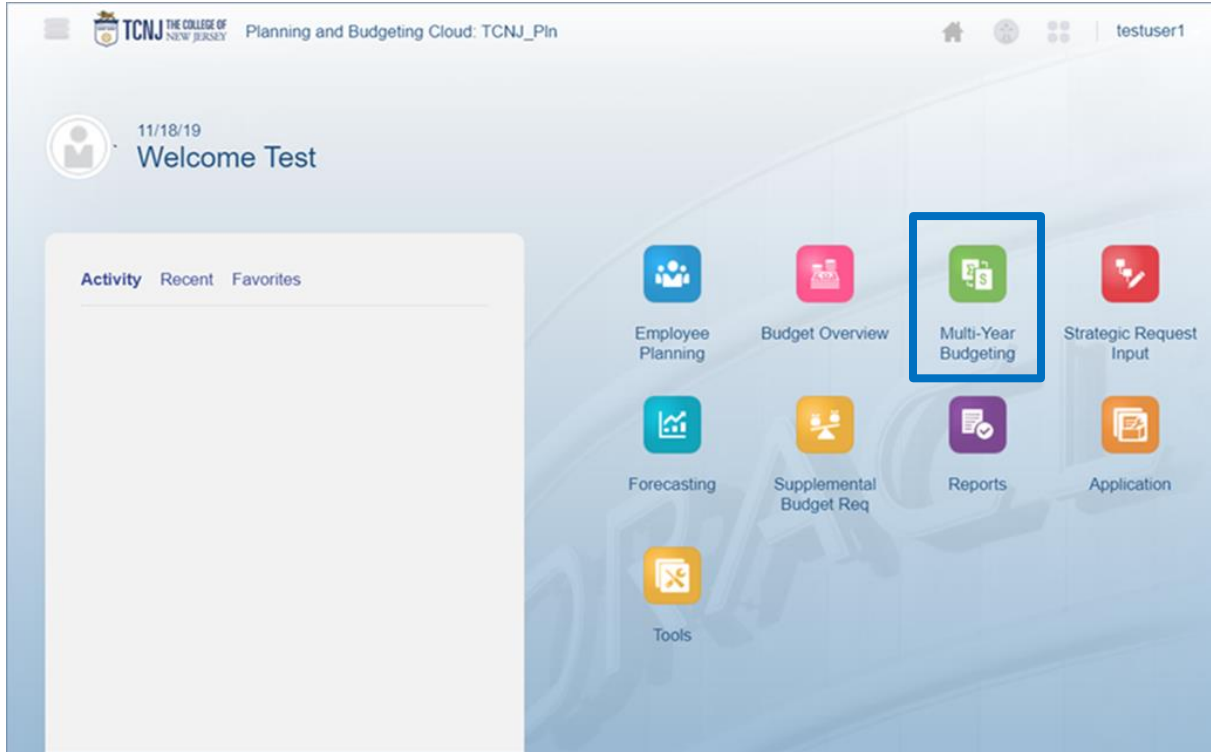# MULTI-YEAR BUDGETING

MULTI-YEAR BUDGETING OVERVIEW

Multi-Year Budgeting will include two out years beyond the upcoming fiscal year, for TCNJ to create a 3-year plan, every budget cycle. The out-years will be pre-populated based on global growth rates applied to the Next Year's Budget.

The users can edit the pre-population based on anticipated future revenues/expenses.

To access Multi-Year Budgeting:
Select the **Multi-Year Budgeting** Card

MULTI-YEAR BUDGETING FORMS

	Multi-Year Growth Rate Review
1	Multi-Year Budget 1 (Org in POV and in Rows)
2	Multi-Year Budget 2 (Org in POV and in Rows)
	Multi-Year Budget Review

Note: The multi-year budgeting process must follow the form sequence indicated in the upcoming slides to ensure the correct calculations are performed. This will ensure the final multi-year budget review is accurate.

MULTI-YEAR GROWTH RATE REVIEW FORM

The **Multi-Year Growth Rate Review Form** is populated with Revenue and Expense Growth Rates, determined by the Treasurer's Office, for the two out-years of the 3-Year Budget.

These Growth Rates are for users to review and understand the calculation of the pre-populated Multi-Year Budget.

MULTI-YEAR 1 INPUT (Org in POV) FORM

The **Multi-Year 1 Input Form (Org in POV)** is populated based on the Next Year's Budget, from the Budget Overview Input Form, and the Multi-Year 1 Growth Rates. The calculated amount will appear in Calculated Data, and the Input column will allow users to make incremental changes. It should be used by users with an Org User Variable above a Level 2 member.

MULTI-YEAR 1 INPUT (Org in Rows) FORM

The **Multi-Year 1 Input Form (Org in Rows)** has the same layout and functionality of the previous form. It can be used by users with an Org User Variable at or below a Level 2 member.

MULTI-YEAR 1 INPUT COLUMNS

Total Plan Element	Total Plan Element	Total Plan Element	Total Plan Element	Inputted Data
FY19	FY20	FY20	FY21	FY22
⊞ Total Actuals & Encumbrances	Budget	Forecast	Budget	Budget
YearTotal	YearTotal	YearTotal	⊞ **YearTotal**	⊞ **YearTotal**

Prior Year Actuals

Current Year Budget

Current Year Forecast

Next Year Budget
From Budget Overview Input

Multi-Year 1 Budget
Incremental Input to adjust pre-populated Multi-Year Budget

Loaded Data	Calculated Data	Total Plan Element	Total Plan Element	Total Plan Element	Inputted Data
FY22	FY22	FY22	FY22	FY22	FY22
Budget	Budget	Budget	MY+1 Budget vs NY Budget ($)	MY+1 Budget vs NY Budget (%)	Budget
⊞ **YearTotal**	⊞ **YearTotal**	⊞ **YearTotal**	⊞ **YearTotal**	⊞ **YearTotal**	Comments

Multi-Year 1 Budget
Loaded from Employee Cube

Multi-Year 1 Budget
Calculated using MY 1 Growth Rates

Multi-Year 1 Budget
Total (Input, Load & Calc)

Variance $
Multi-Year 1 Budget vs. Next Year Budget

Variance %
Multi-Year 1 Budget vs. Next Year Budget

Comments
Input of comments about MYB 1

MULTI-YEAR 2 INPUT (Org in POV) FORM

The **Multi-Year 2 Input Form (Org in POV)** includes the same columns, plus Multi-Year 1 Budget, and is populated based on the Multi-Year 1 Budget, and the Multi-Year 2 Growth Rates. Multi-Year 2 is dependent on the completion Multi-Year 1 and therefore must be completed sequentially in order to properly calculate.

MULTI-YEAR 2 INPUT (Org in Rows) FORM

The **Multi-Year 2 Input Form (Org in Rows)** has the same layout and functionality of the previous form. It can be used by users with an Org User Variable at or below Level 2.

MULTI-YEAR BUDGET REVIEW FORM

Multi-Year Budget Review ⓘ

Version	PlanElement	Organization	Category	Fund	Program	LEntity
Working	Total Plan Element	1701 - Nursing	100 - Instruction - General	100000 - General Fund	0000 - Default Program	The College of New Jersey

	Budget	Budget	Budget		
	FY21	FY22	FY23		
	⊞ YearTotal	⊞ YearTotal	⊞ YearTotal		
604020 - Graphic Design	798	814	834		
604050 - Departmental Postage	1,247	1,272	1,304		
604060 - Express Shipping	399	407	417		
604070 - Media Center Charges	299	305	313		
604260 - Duplicating	599	610	626		
604280 - Supplies	14,364	14,651	15,018		
604340 - Instructional Supplies	14,190	14,474	14,836		
604580 - Reception & Entertainment	499	509	521		
604630 - Conference Center Charges	3,691	3,765	3,859		
604720 - Travel - Academic Student	1,368	1,395	1,430		
⊟ **General Operating Expenses**	**37,453**	**38,202**	**39,157**		
608000 - Advertising Expense	3,591	3,663	3,754		
⊟ **Advertising & Recruitment**	**3,591**	**3,663**	**3,754**		
614000 - Speakers & Honorariums	1,496	1,526	1,564		
⊟ **Professional Services Fees**	**1,496**	**1,526**	**1,564**		
632000 - Subscriptions & Memberships	2,394	2,442	2,503		
⊟ **Subscriptions & Memberships**	**2,394**	**2,442**	**2,503**		

The **Multi-Year Budget Review Form** has the same layout and functionality of the Multi-Year Income Statement Review Form. It acts a spot for users to review and analyze their 3-Year Budget.