



Hamilton

2025-2026 Operating Budget Guidelines

This document contains important information regarding the 2025-2026 budget process, including due dates and procedures for submitting requests.

We work collaboratively with constituents across campus to make decisions for Hamilton on how best to deploy resources. Balancing our strategic goals with available resources in this era of market volatility, economic uncertainty and tuition sensitivity continues to prove challenging to the budget process. Budget constraints continue to be a reality for many institutions. Our primary focus is to protect the quality of Hamilton's programs and services, keep tuition increases to a minimum, provide generous financial aid, support employees and continue to invest in and maintain facilities in support of our programs.

As we have asked over the last few years, please aim for flat budgets wherever possible to help us achieve an overall 1.0% operating budget increase for the campus. Efficient allocation of operating dollars allows us to contain tuition increases, provide financial aid, pay for the rising cost of benefits, and preserve as many resources as possible for wage increases. If you have an extraordinary need you should indicate the amount and fill in the justification area on the form.

A reminder that capital expenditures should not be included in operating budgets. Separate request forms should be used for capital and technology purchases. Links to the request forms and more information are provided on the next page.

If you have questions about using **Adaptive**, please join me during open office hours or contact me to make other arrangements.

We appreciate the teamwork that goes into developing a responsible financial plan for Hamilton and look forward to working together during the 2025-2026 budget process.

Sincerely,

Dave Vore
Associate Director of Finance

Timeline for 2025-2026 Budget

2024

October 7

Budget requests open

November 1

Deadline for departmental budget requests

December 9

Deadline for senior staff to finalize requests for their respective divisions including staffing changes

Deadline for requesting equipment, furniture, and renovation items

December 16

Budget packet distributed to senior staff for review

2025

February 28

Board of Trustees reviews proposed budget

April 4

Budget Managers will be notified that approved budgets are viewable as read only

Procedure for Operating Budget Requests

All departmental budget requests are to be completed online by November 1, 2024. If you need help entering your budget requests, please contact me.

After November 1, 2024 the security access in Adaptive will be changed from read/write to read-only for all department heads and proxies. Only Senior Staff will have access to make any final changes to the departmental budgets they oversee. If you wish to provide additional information to accompany your budget requests, please do so under separate cover to your senior officer, with a copy to the Business office.

Procedure for Requesting Equipment and Renovations (Capital Items)

Use the PDF forms (see descriptions to the right) available on the My Hamilton Budget Center menu to request funding for equipment and renovations (capital items) with a cost of \$500 or more. All requests for technology equipment should be submitted to LITS, requests for renewals & renovations must be submitted to Facilities Management and requests for non-technology equipment should be submitted to the Business Office by December 9, 2024. Please note that this deadline is later than the deadline for operating budget requests to give you more time to obtain an accurate estimate of costs.

Equipment

Use the **Non-Technology Equipment Request Form** to request non-technology equipment with a cost of \$500 or more for office furniture, classroom and athletics equipment.

Renewals/Renovations

Use the **Renewal and Renovation Form** to request renewals such as carpet replacement, painting, creation of new work spaces, or installation of fixed cabinetry with a projected cost of \$500 or more.

Technology Equipment

Use the **Technology Equipment Request Form** to request **new** computers, data projectors, etc., with a cost of \$500 or more. This is not for the replacement or upgrade of existing equipment. Please contact LITS at extension 4051 to coordinate all estimates.