

CLAYTON STATE UNIVERSITY

BUDGET BUILD PROCESS

Overall:

All funding requests must be in alignment with the University's strategic priorities. Support of the University's mission as well as the use of funds from the previous year(s) must be considered in developing future budgets. Instructions and criteria for funding requests will be distributed at the start of the budget build process.

The budget office will provide reports and any necessary forms to assist in the preparation of funding requests.

General Funds Process:

- I. Each Vice President will submit funding requests for the new fiscal year.
- II. Pre-meeting occurs with each Vice President and the Vice President for Business and Operations, Assistant Vice President of Budget and Finance and the Director of Budgets; where the VP discusses their budget needs for the next year.
- III. Informal meeting occurs with each Vice President and the President, Vice President for Business and Operations, Assistant Vice President of Budget and Finance and the Director of Budgets; where the VP discusses their budget needs for the next year.
- IV. Data gathered from sessions will be compiled and distributed to the Planning & Budget Council.
- V. Each Vice President will be given the opportunity to review their request(s) before the PBC meeting. Then each VP's request goes before the PBC members for discussion and to answer any questions that the PBC may have.
- VI. PBC members will review the requests in light of the institution's strategic priorities and assign each request a high, medium, or low priority.
- VII. Each priority level is assigned a point value: (5) High; (3) Medium; (1) Low.
- VIII. All voting sheets are then tallied and results reported to the PBC.
- IX. Results of the priority assignment are reported to the President as recommendations for funding.
- X. The President retains final decision making authority as to what is funded in the new budget.

Other Funds:

- I. Each director and/or VP will present their budget to the V.P. for Business and Operations, Assistant Vice President of Budget and Finance and the Director of Budgets. The President may elect to attend.
- II. The proposed budget will be reviewed for reasonableness and support of the strategic plan.
- III. The proposed budget requests/recommendations will be presented to the President for final approval.

Budget Finalization:

The VP for Business and Operations, AVP of Budget and Finance and the Director of Budgets will conduct a final review for accuracy and completeness and then post information on the Budget and Finance and the Planning and Budget Council Websites.

The Board of Regents' processes will be followed for submission and implementation.

**CLAYTON STATE UNIVERSITY
BUDGET BUILD PROCESS TIMELINE
FY 2013**

- March 14-23 Informal budget meetings with VP's
- March 30 Planning & Budget Council (PBC) meeting to discuss new funding requests
- April 10 Voting deadline for new funding requests due from PBC members
- April 12 PBC meeting to discuss the voting results
- April 18 Tentatively after April BOR meeting we will receive the FY13 State Funding Allocations, Tuition, and Fees
- May 4 PBC meeting to finalize priority funding based on allocation
- May 18 FY13 Original Budget submitted to BOR