

CLAYTON STATE UNIVERSITY

BUDGET BUILD PROCESS

Overall

All funding requests must be in alignment with the university's strategic priorities. The use of funds and support of the University's mission from the previous year(s) is 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 timelines to assist in the preparation of funding requests.

General Funds Process:

- I. Each Vice President/Division Head will submit funding requests for the new fiscal year.
- II. Informal meeting occurs with each Vice President/Division Head 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.
- III. Data gathered from sessions will be compiled and distributed to the Planning & Budget Advisory Council (PBAC).
- IV. Each Vice President will be given the opportunity to review their request(s) before the PBAC meeting. Then each VP's request goes before the PBAC members for discussion and to answer any questions that the PBAC may have.
- V. PBAC members will review the requests in light of the institution's strategic priorities and assign each request as A; B; C; or D priority.
- VI. Each priority level is assigned a point value: (5) A; (3) B; (2) C; (1) D.
- VII. All voting sheets are then tallied and results reported to the PBAC.
- VIII. Results of the priority assignment are reported to the President as recommendations for funding.
- IX. 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 Vice President 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 Vice President for Business and Operations, Assistant Vice President 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 & Budget Advisory Council Websites.

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