Introducing a budget planning process that will support the institution’s strategic plan.

Allocation of new budget or reallocation of budget resources will follow strategic goals.

Investment in strategic goals will require performance reporting and assessment of success against targeted goals.
Revenue

Budget resources can come from adjustments to:

- Appropriations  +/- / 0
- Tuition and fees  +/- / 0
- Enrollment  +/- / 0
- Reallocation of existing resources
BUDGET OFFICE:

1. The Budget Office begins the annual budgeting process by building their initial budget proforma from July through September when the preliminary appropriation request is due to the State Budget Office for the following fiscal year.

CAMPUS COMMUNITY:

2. From September 1st through December 1st the campus community will be asked to provide a progress report on current as well as prior fiscal year strategic planning goals for which they are engaged and/or received strategic planning budget dollars.

CAMPUS COMMITTEE:

3. By November 1st proposals for the following fiscal year strategic plan goals are due to the Strategic Planning/Budget Oversight Committee. Based on reporting and requests made to the committee, recommendations will be made to the Senior Staff by December 1st.

SENIOR STAFF:

4. Senior Staff will review recommendations of the Strategic Planning/Budget Oversight Committee and will confer with and make recommendations to the President from December 1st through February 1st.

PRESIDENT:

5. President will make recommendations for tuition & fees to the BOG and for the strategic planning goals for the following fiscal year by April 15th.

5. The Budget Office will prepare for the submission of documentation to the state from April 15th through June 15th.

BOARD OF GOVERNORS:

6. Board of Governors review and approve the strategic plan budget for the following fiscal year by June 15th.

FISCAL YEAR:

7. The strategic plan budget begins July 1st
Institutional Strategic Plan Budget Timeline

July
- Begin updates to budget proforma

Aug
- Planning proforma review with President, Senior Staff, and Finance, Facilities, & Audit Committee
- Re-cap of past academic/fiscal year goals and budget (tied to unit performance) return on investment.
- BOG approval of Appropriation Requests

Sep
- Fund Manager's and Auxiliary Manager's budget planning – including fee proposals - begins
- Sept Re-cap of past academic/fiscal year goals and budget (tied to unit performance) return on investment.

Oct
- Fund Managers' & Auxiliary Managers' budget plans to Budget Office

Nov
- Jul - 12/1

Dec
- President's review of Auxiliary budget plans
- 2/1 - 4/15 Senior Staff review of Council's recommendations.
- 4/15 - 6/15 Budget Office Preparation

Jan
- Mar - Apr
- Apr - To full Board
- Apr - Provost's & President's review of Fund Managers' budget plans
- Mar - Apr
- May - State Expenditure Schedules due. WV-11's due if pay raise is effective July 1.

Feb
- President's review of Auxiliary budget plans
- 12/1 - 2/1
- 2/1 - 4/15 President's recommendations.

Mar
- Mar - Apr
- Apr - To full Board
- Apr - Provost's & President's review of Fund Managers' budget plans
- Mar - Apr
- May - State Expenditure Schedules due. WV-11's due if pay raise is effective July 1.
- Mar - Apr
- Apr - Provost's & President's review of Fund Managers' budget plans

Apr
- Budget for Strategic Plan recommendations for following fiscal year due from campus constituents. Preliminary plans have been vetted and discussed with leadership and the Board of Governors
- To full Board
- To Fin, Fac, & Audit Com
- Apr - Budget for Strategic Plan recommendations for following fiscal year due from campus constituents. Preliminary plans have been vetted and discussed with leadership and the Board of Governors

May
- State Expenditure Schedules due. WV-11's due if pay raise is effective July 1.

Jun
- BOG meeting for approval of FY budget plan
- Jun - Printing deadline for BOG book

June

During this period, the budget pro-forma will need to be reviewed with the Fin, Fac, & Audit Committee and the full Board to assure them that funds are available to provide for pay raises if July 1 is the implementation date.
• **Red:**
  • Deadlines driven by the State Budget Office (September 1\(^{st}\) - Appropriation Request and May 1\(^{st}\) – Expenditure Schedule)
  • Deadlines driven by the Higher Education Policy Commission (May 1\(^{st}\) – Fee Requests)
  • Deadlines driven by approval of the Board of Governors for appropriations requests – August 15\(^{th}\), Student Fee Requests – April 15\(^{th}\) and Budget Approval – June 15\(^{th}\).

• **Green:**
  • Course fee fund managers and auxiliary fund managers begin their budget planning process October 1\(^{st}\).
  • Submissions of budget for the following year (inclusive of fee requests) to the appropriate VP and Budget Office by December 1\(^{st}\).
  • VP and President review of auxiliary budget plan and make decisions for the following fiscal year by February 1\(^{st}\).
  • Provost and President review course fee fund manager budget proposals and make decisions for the following fiscal year by March 1\(^{st}\).
  • President makes auxiliary and course fee recommendations to the BOG by the mid-April meeting. Final auxiliary & fund manager budget approval goes to the BOG from the President by June 15\(^{th}\).
  • President makes auxiliary and course fee budget recommendations for the following fiscal year by early June.

• **Blue:**
  • E&G fund budget recap and planning process begins September 15\(^{th}\).
  • Reports from campus constituents who were provided funding of strategic initiatives in the prior fiscal year are due by September 15\(^{th}\).
  • Submissions of strategic planning initiatives for the next fiscal year are proposed to the Strategic Planning/ Budget Oversight Committee from September 1\(^{st}\) through November 1\(^{st}\).
  • The Strategic Planning/Budget Oversight Committee reviews proposals and forward recommendations to the Senior Staff by December 1\(^{st}\), who then review the submissions and make recommendations to the President by February 1\(^{st}\).
  • President and Senior Staff jointly review the recommendations which the President will share with the Board of Governor’s by the April 15\(^{th}\) meeting. Final E&G budget approval goes to the BOG from the President by June 15\(^{th}\).