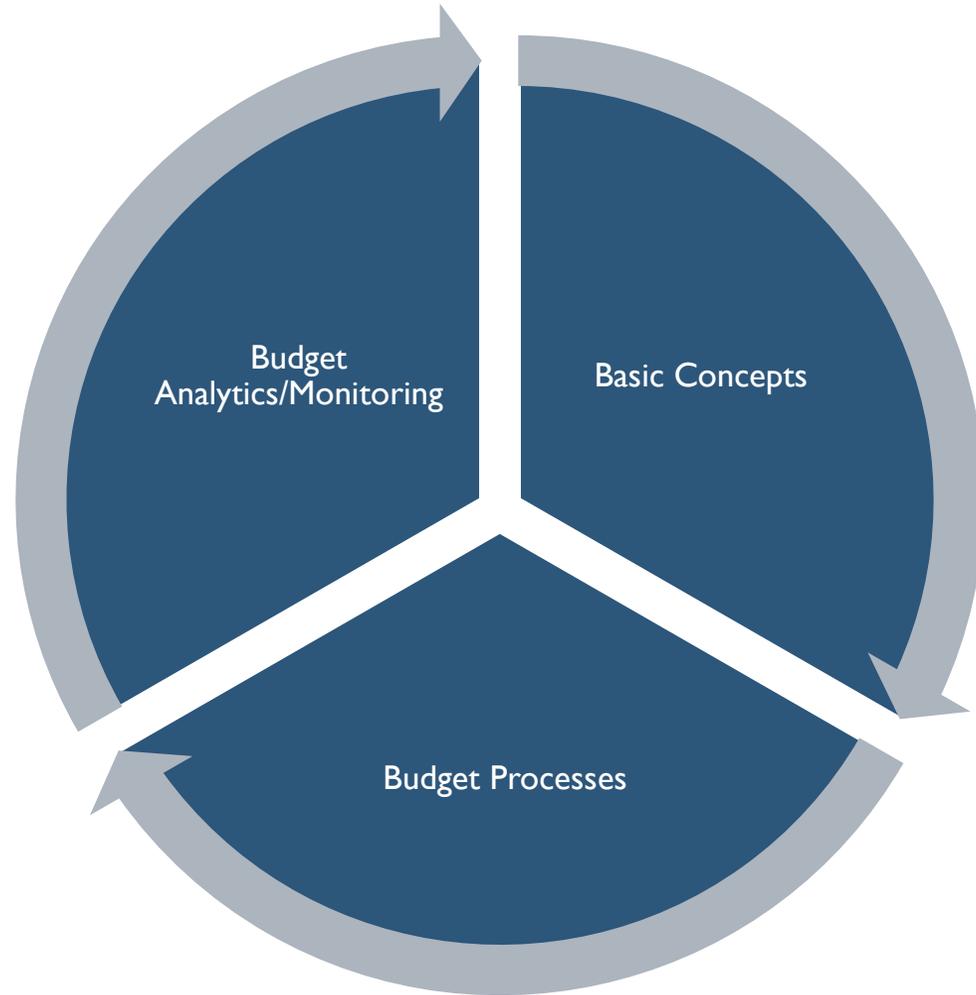


BUDGET CYCLE



FUNCTIONS OF A BUDGET

- A **forecast** of planned revenues, spending, and saving
- A tool for the **allocation** of current and anticipated financial resources
- A means to promote **good management**
- A **controlling** instrument
- A method of **communication**
- A reflection of **organizational values, mission and core themes**



BUDGET PLANNING

Budgets should begin with an plan and should substantially support the mission and core themes of the institution.

– Institutional Strategic Planning

- What are the priorities (Board of Trustees, EOU Cabinet, Divisions, Departments)

– Departmental Operational Plan

- Do the divisional priorities align with the institutional mission and core themes, What is happening within the department? le expansion, new programs, additional SCH, equipment failures, etc

– Departmental Operating Budget

- Account for all staffing compensation, including overtime, adjunct/overload pay, students, ope and services and supplies
- Justify and account for all services and supplies – what is the department currently spending the budget on and what will you need to spend it on in the future. Does it align with the institutional priorities and core themes.
- Seek efficiencies, don't just request the same budget year over year without reviewing the needs and priorities.
- Seek input within the department



BUDGET PLANNING RECAP

- Budgets reflect institutional plans and priorities
- There is a connecting link between strategic planning and the department budget
- Effective budgeting enhances financial accountability, oversight, communication and transparency.



MID YEAR REQUESTS

- If needed, mid-year requests can be made through the budget process.
 - Requests must be justified and tie to mission fulfilment
- Any mid year requests should be made in advance of spending.
- Deviations from the original budget plan must be discussed with the Budget Office to ensure accurate reporting of variances.

