



University Budget Process Narrative

The University Budget Development Process flow chart describes a process to develop annual revenue and expense budgets guided by presidential directive. The directive will consider the best information available at the time for revenues and expenses along with long range plans, and direction from MnSCU Board of Trustees, the Office of the Chancellor and the legislature.

The overall model of aggregate expenses and revenues at the university wide level with issues of total enrollment, appropriation, tuition, university wide expenses and ear marked allocations is an administrative responsibility. The plan for the shape and character of the academic mission of the university springs from planning by the academic departments coordinated among departments by the Deans and Provost.

The budget development timeline will begin in September with the goal of budgets accessible to the campus on July 1 of the following year. The process diagram represents the activities, steps and processes that will allow the university to accomplish that access. The planning factors are those items that influence the process at various stages and in different ways.

Box 2: The departments and divisions will begin the budget preparation first phase of by using previous year's original budgets as the base budget starting point. Any adjustments during the current year identified as base will be included in this amount. They will begin budget preparation based on consultations with deans or directors, outcomes, assessments and results identified in the appropriate planning tool or tools.

Box 3: The next phase is an interactive process among departments with deans, deans with the Provost, and directors with vice presidents to optimize the use of resources.

Box 4: The next step is the consideration of the unit and department budgets along with university wide costs in aggregate by the President and Vice Presidents.

Box 5: A combined budget is then submitted for comment to the Budget Advisory Group, Strategic Planning Committee and the President's Council. These groups exchange comments and recommendations with the President and Vice Presidents. A tentative budget is then set and reported out to the campus.

Boxes 6 through 8: The tentative budget then follows the usual campus consultation process with students, through meet and confers, and other methods and presentations.

Box 9: Considering the consultation, the budget is then set for the coming fiscal year by the President.

Boxes 10 and 11: The budget as defined by the necessary detail is balanced, and entered into the appropriate financial systems

Box 12: The fiscal year begins on July 1.

As the budget is developed, it will be influence by the identified planning factors.