Annual Base Budget Timeline and Due Dates

October/November

- Begin tuition fee revenue calculations based on approved waivers and anticipated student headcount (including any expected changes in headcount mix)

December

- Begin high-level budget modeling based on initial guidance from Cabinet on flight plan update and anticipated increases to self-support budgets
- Meet with Budget and Finance Managers to review base reconciliation, schedule of base budget tasks, and departmental budget requests

February

- Prepare administrative support cost estimate
- By mid February provide a first draft of all budgets (revenue and expense) for the upcoming two years (for VPBFA power point)
  - Show assumptions i.e. tuition, fee, and expense increase/decrease

March

- Division budget requests due to the President, Provost, VP BFA, and Chief of Staff with copies to Budget Development by March 28

April

- Review of budget base and requests by Cabinet to be completed by April Cabinet retreat
- Cabinet retreat to review draft budget for the upcoming two years
- Coordinate any re-organizations (COS, HR, Budget) for July 1 effective date
- Brenda work with Budget and Finance Managers and Human Resources to reconcile and implement changes on PeopleSoft and BPS.

May

- Roll BPS new fiscal year and run Re-Org by position
- Open new fiscal year in PeopleSoft with Re-Org changes

Requirement for Budget Base Increases

1. Title Page
2. One paragraph overview (justification)
3. Link to CWU strategic goal(s)
4. Positive implications for sustainability (SCH, recruitment, students, other)
5. Impact on business units / benefits to other units / return on investment
6. Assessment plan and timeline for implementation
7. Budget for the year being requested and following two years (three years total)
8. Exit strategy if not successful or if budget increase not provided

Budget requests must be ranked by each Cabinet member. Requests will be merged into one university list at the April Cabinet retreat.