



## **Budget Allocation Subcommittee**

**October 20<sup>th</sup>, 2020**

**3:00 – 4:00pm**

**Zoom**

### **Present**

Gail Mackin, Rebecca Lubas, Stuart Thompson, Shane Scott, Traci Fjellstad, Josh Hibbard, Brandon Wear Grimm

### **Minutes**

The minutes of the October 6<sup>th</sup> meeting will be postponed until the November 3<sup>rd</sup> meeting as there was not a quorum for approval at this meeting.

### **CWU Budget Reports Overview - Guest - Patrick Stanton**

Patrick Stanton, Executive Director of Finance was our guest today to share with this committee an overview for understanding the “packaged” University budget reports that his division have developed and utilized since October of 2016. These reports are the monthly managerial and operational reports that show all financial activity of the University broken down by fund. The packages show the budget and accounting information in several formats in order to analyze the different areas and activities of the University. These reports are also used in forecasting to predict the outcome at year end.

### **PBAC Update**

Gail informed the group at the recent PBAC meeting the President proposed a change to the budget model for next year. He proposed a budget based on percentage of the revenue for ASL and a percentage of the revenue for all other divisions within the University (overhead). These percentages could be based on a 3-year rolling average.

Gail explained that if this budget model is adopted what affects us as a committee is our role is then basically mute and then the process of the budget summit would go back to PBAC. We will not know until December or January so we will move forward with our work as planned so we are ready just in case.

### **Budget Report and Budget Allocation Request Forms**

Gail explained that we will work toward finalization of the forms for the next meeting.

### **Action Items for Next Meeting**

We will ask for all submittals or changes to the Budget Reports and Budget Allocation Request Forms be submitted to be compiled and edited prior to the next meeting on November 3<sup>rd</sup> for approval and finalization.

### **Next Meeting**

Tuesday, November 3rd, 3pm-4pm, Zoom