

THE BUDGET PROCESS

With Strategic Planning

STRATEGIC PLANNING

Strategic Planning is a process that focuses on the mission and the vision of the University and the goals that its leadership hopes to achieve. Each year, the President holds meetings, divisional roundtables and open forums to work through various components of the Strategic Plan. This Strategic Plan guides the development of the University's annual budget.

BUDGET DEVELOPMENT

The budget process combines strategic budget resource analysis and budget plan should be developed. During the budget process, Deans/VPs/Division Heads have the opportunity to review base budgets and prepare requests or reallocations for the upcoming fiscal year. The amount in the upcoming budget year necessary to conduct the same level of service as in the current year. Normally, the only differences between the current budget and the new base budget are costs that cannot be avoided, or

Non-Base Budget Requests (NIBR) are expenditures/expenses that will provide an improved service or enhance the quality of service. Generally, these are for new positions, equipment and associated supplies, and contractual services to support a new or existing program. Information submitted in support of the new initiative or enhancement describes how it will improve or add to the quality of service. The NIBRs will be reviewed and approved by the Division Head on an individual basis by department need. The value of the enhancement is determined by the Department Head.

Divisional Budget Meeting Presentation:

1. The first section of the presentation should be devoted to a brief summary of the unit's progress toward achieving the goals established in SHSU's Strategic Plan and the Division's Goals and Objectives established within CampusLabs.
2. In the second section, the unit may request three to five items for funding new programs/services or enhancements to existing services/programs. These requests must be prioritized and submitted on a completed New Strategic Initiative Budget Request Form (NIBR). This form should have been used in conjunction with the original planning and entry of New or Enhanced Strategic Initiative Budget Requests entered into Campus Labs
3. The third section may be used to identify divisional requests for initiatives to be funded by Higher Education Assistance Funds (HEAF). Divisional HEAF allocations will be zero-based and must be justified on an annual basis. The HEAF Initiative Budget Requests Form (HIBR) should be completed for these requests.
4. In the fourth section, the unit should identify increases to existing fixed cost requirements such as utility increases, maintenance contract inflation, or other contract/required increases. The Fixed Cost Budget Requests Form (FCBR) should be included in this section. Only the increased cost should be listed (Example, additional cost of utilities in 2019- 20 vs 2018 -19).

Existing budgets should not be reported. The New Initiative Budget Request Form, as identified in item two 2 above, should be submitted for new or enhanced funding requests for only the 2019-20 fiscal year. The HIBR or FCBR Forms