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DATE:	December 17, 2014
TO:	All Budget Users
FROM:	Jeff Dubois, Assistant VP for Budget, Financial Planning & Campus Svcs
RE:	Planning for the FY16 Budget Process

Hello! As we approach the holidays I thought it best to share with you all some information regarding the upcoming FY16 operating and capital budget process. The timing for this is not completely set in stone, as we sort through some technology details and work to schedule training sessions, but we believe it is helpful to set some timelines and expectations so you can do some advanced planning. You will receive additional communication with more detailed instructions and firm dates pretty quickly after we return from break.

The budget process for FY16 is intended to be simplified from prior years both in terms of timing and requirements. The biggest change will be that budget managers are only required to submit budgets for their orgs in the 10000 fund series. The budget process for restricted funds (20000 and 30000 series) will shift to the June/July time frame when accurate balances for the next fiscal year can be more accurately known. In the next communication we will provide some guidelines that will help you predict those amounts as you prepare the 10000 fund budget submissions.

Also new to the process is a formalized way to request additional funding for new items and cost increases in those situations where pre-allocated amounts are not sufficient. Much like the capital budget request process, all new requests will be reviewed and analyzed by the Provost Budget Committee in the context of available College resources and against all other competing requests. While the threshold for approval in the near term will be high, we hope adding this process piece will provide more structure and transparency to how these decisions are made.

Budget managers should plan to have submissions and funding requests due by the end of February. It is our intent to provide at least 6 weeks' time to complete the submission process from the opening of the budget portal. Academic and Administrative departments will both be using the same web-based submission system this year and we will schedule a series of hands-on training sessions for anyone who may be unfamiliar with how to use the system. These sessions will be scheduled weekly throughout the months of January and February.

Feel free to contact myself or Stephanie Tong if you have any early questions regarding the planning for the operating and capital budget process. Thank you for your patience and cooperation as we make changes in our budget processes.

Happy Holidays!