



## Budget/ Fiscal

Each department's fiscal portfolio has "recurring" and "non-recurring" funds. The department's operational general fund (commonly referred to as "budget") allocation is recurring but can be subject to cuts. The largest expense in the operational general fund is faculty salaries. The non-recurring funds are made up of grants, gifts, endowments, outside revenue and Off Campus Credit Instruction (OCCI) revenue. Each department's non-recurring fund portfolio is unique and has its own set of restrictions.

Process	Brief Description	Timing
<b>Fall Planning</b>	Narrative of Strategic Plans, financial implications will be addressed in Spring Requests	September/October
Course Scheduling	Hiring must be in alignment with funds available	September/October
<b>Hiring Requests for Following Year as part of Spring Ask</b>	Replacement/Attrition	February/March
	Retirement Agreements	
	New Initiatives/Programs-hires only	
	Startup funds	
Spring Funding Requests >\$10k	Major Events	March
	Alterations and Improvements (A&I)	
	New Initiatives/Programs	
Monitoring and Managing Expenditures	Monthly Summary Review of Financial Activity	Monthly
	Reviewing spending request and communicating approval or disapproval to requester and staff	Daily
Budget Reductions – Yearly Incremental 1% Give-Back	Deciding and communicating where budget accounts should occur	Ongoing
	Seeking input from faculty and staff on possible areas for budget reductions in department	Ongoing
	Sun-setting programs and initiatives when they are no longer viable	Ongoing
Grants	Determining fiscal impacts to department and approving/disapproving proposal submissions	Ongoing
	Monthly Summary Review of Financial Activity	Ongoing