

Clayton State University Budget Building Process

Overall

- All funding requests must be in alignment with the university's strategic priorities.
- The use of funds and support of the University's mission from the previous year(s) is considered in developing future budgets.
- Instructions and criteria for funding requests will be distributed at the start of the budget build process.
- The budget office will provide reports and timelines to assist in the preparation of funding requests.

General Funds Process:

- Each Vice President will submit funding requests for the new fiscal year.
- Informal meeting occurs with each Vice President and the President, Vice President for Business and Operations, Assistant Vice President of Budget and Finance and the Director of Budgets;
where the VP discusses their budget needs for the next year.
- Data gathered from sessions will be compiled and distributed to the **Planning & Budget Advisory Council (PBAC)**.
- Each Vice President will be given the opportunity to review their request(s) before the **PBAC meeting**. Then each VP's request goes before the **PBAC members** for discussion and to answer any questions that the PBAC may have.
- **PBAC members** will review the requests in light of the institution's strategic priorities and assign each request as A; B; C; or D priority.
- Each priority level is assigned a point value: (5) A; (3) B; (2) C; (1) D
- All voting sheets are then tallied and results reported **to the PBAC**.
- Results of the priority assignment are reported to the President as recommendations for funding.
- The President retains final decision-making authority as to what is funded in the new budget.

Other Funds:

- Each director and/or VP will present their budget to the Vice President for Business and Operations, Assistant Vice President of Budget and Finance and the Director of Budgets. The President may elect to attend.
- The proposed budget will be reviewed for reasonableness and support of the strategic plan.
- The proposed budget requests/recommendations will be presented to the President for final approval.

Budget Finalization:

- The Vice President for Business and Operations, Assistant Vice President of Budget and Finance and the Director of Budgets will conduct a final review for accuracy and completeness and then post information on the Budget and Finance and the **Planning & Budget Advisory Council** Websites.
- The Board of Regents processes will be followed for submission and implementation