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.

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