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Budget Information
The budget process is one of many ways in which the University undertakes management of short and long-term planning. The process is guided by the VPs and approved by the President and the Board of Trustees. The approved budget is the result of input from all constituencies. Consideration is given to historical data, market forces, and new initiatives set forth by the strategic plan. Benchmarking data is obtained and examined for revenue, salaries and other expenditures. Discretionary funds are allocated for contingencies in several areas. The plan is dynamic and is modified as necessary.

Budget Q & A
Q. How are budgets established?
A. There are three major budget components: Capital Expenditures (CAPEX), New Personnel including Faculty, and Staff, and Operating Expenses. Deans and directors submit requests for operating expenses and new personnel. Facilities collaborates with Deans and directors to determine needs for building improvements. IT meets with each area to coordinate software and hardware requests, upgrades and renewals. Other equipment requests are submitted by Deans and directors.

Q. What are timelines for budget preparation?
A. Our fiscal year ends June 30th and we begin shortly after the start of the fiscal year.

New Faculty-Aug thru Sept
Initial Submission due Aug. 1
Capex– Aug thru Oct
Initial submission due Sept 15
Operating Expenses-Mid January thru March
Initial submission due Feb. 1

Q. How are budgets monitored?
A. Deans and directors are proactive in reviewing budgets compared to actual spending to date. The finance department holds quarterly one on one budget meetings.

Q. How is budget information made available?
A. Monthly budget reports are emailed to deans and directors. Real time access is available via campus cruiser.

Q. How do I obtain access to campus cruiser?
A. The Finance Office sets up access with approval from Dean or Director. IT establishes Datatel and Campus Cruiser logins.

Q. Can I make changes to my approved budget?
A. Generally budgets are not adjusted unless there is a significant change in program. Transfers are only allowed within the 3 major categories; capex, payroll and operating.

Q. Who do I contact?
A. Budget Manager— John G. Borden (jgborden@rwu.edu). 254-3895

Budget Timeline

CAPEX
Personnel
Operating