

Budget Request Instructions for Operating and Capital Budget Requests

Typically the sum of the requests for new funding will exceed the availability of funds. Institutional priorities may further limit the total availability of funds. Due to these two factors it cannot be guaranteed that your request(s) will be approved for next year's budget. Any requests that are not funded in the current budget cycle may be resubmitted in the future.

Deadlines for the budget submissions are as follows:

- October 14, 2016 - Deans or other Managers to their respective Senior Staff member
- October 28, 2016 - Senior Staff to Finance and Administration

Operating Budget Request Detail Sheet

For your operating budget request you will be requesting funds as a New Strategic Initiative, Change to Existing Budget Item or a One-time Request. The New Strategic Initiative and Change to Existing Budget Item requests are based on an exception basis, meaning you will be requesting additional funding to your current original permanent budget. A One-time Request is a request for funds that will only have an effect in the budget cycle it is being requested for, meaning it will not increase your current original budget on a permanent basis but on a temporary, one-time basis.

New strategic initiatives must be evaluated to include all costs that may have a budget impact should your request be funded. This would include costs that may be incurred in departments other than your own. An example of this would be for a new academic program, there may be a need for new recruitment, advertising and/or library resources. These costs need to be identified and included in the request to be evaluated.

Personnel: This is for new personnel and/or upgrades to existing personnel positions. Request only salary, the fringe benefits will be calculated in Finance and Administration. Included in a new position request, there are other costs that must be included on the other lines of the form to accommodate an additional person in your department. These costs can include computers, furniture, travel, professional development, etc. If there is a request to change an existing position, Human Resources will need to review and approve a new job description, salary range or position grade. Contact Joanne Ollson for a job description review.

To assess a new or revised position's classification and wages, contact Joanne Ollson at phone extension 1343 or email joanne.ollson@wne.edu.

The minimum wage will be increasing on January 1, 2017 to \$11.00 an hour.

Please contact Julie LeBeau, at phone extension 1293 or julie.lebeau@wne.edu, with any questions or to assistance in preparing this budget.

Support cost: This represents costs not related to wages, equipment or furniture. These costs are related to the operations of the department that may include telephone, postage, advertising, memberships, etc.

Equipment and/or Furniture: This line includes computers that are to be provided by The Office of Information Technology. The standard request for new position computer setup is \$2,000 and furniture is \$2,500 and will be allocated to a centralized account, not in your department.

To request an estimate for special computer hardware and/or software needs, contact Scott Coopee at phone extension 2002 or email scott.coopee@wne.edu.

Priority: Please indicate your priority for each request next to the Department Priority. For academic departments the Deans should then indicate their priority of their entire College/School next to the Dean's Priority. The final priority on the form is the Division Priority and this is done by the appropriate senior staff member of all departments within their division.

Account Number: Include the account number in the space provided for each component of the request. The account number is a ten digit number, all departmental account numbers start with three zeros. The next four digits represent your department number and the last three digits represent an object code or the type of account it is, such as telephone or duplicating. If funding is approved the account number indicated on the form is where the funds will be allocated unless funding is for furniture or computer needs, in which case that funding will be allocated to a centralized account.

Justification Narrative: The Justification Narrative is used to explain why the request is being made. The narrative should include what impact it has on the University, the outcomes that will be derived from this request and alternative plans if this request is not funded. This section will also include the explanation for student employment and how it is utilized within department. Attach additional sheets if needed.

Signature: Where a signature is requested, if submitting electronically via email, type in the appropriate name.

Budget Request Capital Sheet

Use this form to request:

- Renovations and improvements to any existing space (i.e. repurposing space, additional space requirements for new personnel).
- Large equipment estimated to cost \$2,500 or greater.

Facilities Management will submit requests for building repairs and common spaces. Since their focus will be on the maintenance and improvement of the Campus infrastructure they will not submit requests on your behalf but will consult on scope and cost estimate as needed.

To request an estimate for remodeling and/or space requirement for new personnel, contact Mike Duncan at phone extension 1240 or email cmichael.duncan@wne.edu.

Signature: Where a signature is requested, if submitting electronically via email, type in the appropriate name.

QUESTIONS:

Any questions regarding the forms, the process, or how to complete the forms contact Julie LeBeau at 1293 or email at julie.lebeau@wne.edu.