



WILLIAM PATERSON UNIVERSITY

BUDGET OFFICE • COLLEGE HALL

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TO: University Community

FROM: Pam Winslow, Assoc. VP Budget & Fiscal Planning

DATE: February 16, 2016

SUBJ: **FY 2017 Budget Development**
[Click here to view FY2017 Budget Development Website](#)

FY 2017 budget development commences February 16, 2016 and the process is the same as last year with an updated calendar on pages 2-3 of this memo.

Overview

As the University strives to achieve its Strategic Plan, annual budget development is an integral part in not only identifying the best use of limited resources, but also demonstrating management of current resources. The University has set aside funds (amount to be determined) for new initiatives, specifically requests for one-time only, non-salary purchases that support University priorities and goals of the Strategic Plan, specifically:

- Improve Retention and Graduation Rates
- Increase Enrollment
- Continue to Improve and Enhance the Academic Reputation and Image of the University
- Develop a Diversified Revenue Stream

No newly funded positions will be authorized for FY 2017.

Key Dates to Remember

- February 16, 2016 - budget materials on Budget Office website and budget request & approval web application on WP Connect are made available.
- March 18, 2016 - deadline for vice president direct reports (deans, associate vice presidents, directors) to submit online department requests for vice president approval.
- April 1, 2016 - deadline for vice presidents to approve online requests.

Resources

Please contact the Budget Office staff you have questions and/or need assistance:

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FY2017 Budget Development Calendar

January 2016

- Budget Office prepares preliminary FY 2017 budget projections pending enrollment updates, labor contracts and Governor's announcement of WPU State appropriation in Budget Message.
- Finance, Audit and Institutional Development Committee meeting. **January 21, 2016**

February 2016

- Board of Trustees meeting. **February 5, 2016**
- Budget Office communicates overview of process and key dates via Announcements. Budget development materials and submission instructions are made available on Budget Office's website. Web application to submit & approve requests made available on WPUConnect. Budget discussions take place within divisions and departments. **February 16, 2016**
- Governor presents his recommended State Budget for FY 2017 commencing July 1, 2016. **February 16, 2016**

March 2016

- Deadline for vice presidents' direct reports to submit FY 2017 budget requests for vice president approval online for their respective areas. **March 18, 2016**
- Budget Office prepares summaries of department budget requests and emails them to the vice presidents to assist with their review and approval process.
- Vice presidents review their FY 2017 department budget requests.

April 2016

- Deadline for vice presidents to submit their approvals online. **April 1, 2016**
- Budget Office prepares summaries of the FY 2017 budget requests approved by the vice presidents for their respective divisions and emails to vice presidents to assist with their budget review with Cabinet.
- HOLD for Town Hall Meeting to discuss FY 2017 preliminary budget.
- Annual tuition hearing is held inviting the campus community to discuss tuition & fees, room & board rate increases for fall 2016 and the FY 2017 preliminary budget with President, vice presidents and Board of Trustees members. **April 14, 2016**

FY 2017 Budget Development Calendar

April 2016 (cont'd)

- Finance, Audit and Institutional Development Committee meet to recommend for Board approval, fall 2016 tuition & fees, room & board rates. **April 14, 2016**
- Departmental Presentations made by vice presidents, academic deans, associate vice presidents and unit directors to Cabinet and deans. Presentations made during half day sessions will be structured as business presentations to demonstrate accomplishments and goals for the future. **April 25 – April 28, 2016**

May 2016

- Board of Trustees meet to approve fall 2016 tuition & fees, room & board rates. **May 2, 2016**
- Budget decisions are finalized by Cabinet and approved by the President.
- Budget Office updates preliminary budget to reflect final decisions and any other changes (e.g. enrollment, labor contracts, State appropriation).
- Finance, Audit and Institutional Development Committee meet to recommend FY 2017 Budget for Board approval. **June 3, 2016**

June 2016

- Board of Trustees meet to approve the FY 2017 Budget. **June 16, 2016**
- Legislature approves the FY 2017 State Budget and University's share of the appropriations.
- Budget Office uploads FY 2017 budget to Banner Finance.

August 2016

- FY 2017 Budget Book is finalized and posted to Budget Office website.

October 2016

- HOLD for Town Hall Meeting to present FY 2017 revised budget based on fall 2016 actuals.
- University receives instructions from the State for submission of the FY 2018 budget commencing July 1, 2017.

November 2016

- Board of Trustees approves the FY 2018 State Budget Request.