Welcome to another year of budget management and planning.

The budget module is open and instructions on its use can be found on Budget and Planning section of the Finance website: http://www.stlawu.edu/finance/resource/budget-instructions-power-point

Paula Sturge will be holding training sessions on how to access and use the budget module:
- Tuesday, March 8 from noon – 2:00 in Johnson Hall 224
- Wednesday, March 9 from 4:00 -5:00 in Griffiths 123
- Thursday, March 10 from 4:00 – 5:00 in Griffiths 123

All budget materials should be submitted to the Budget Office by March 25, 2016. To allow appropriate time for review, the head of each division may establish an earlier internal deadline with department managers. A schedule of suggested interim deadlines is included at the end of the Colleague budget module instructions.

As you work on the 2017 budget, keep the following in mind:
- Our goal is to find and deliver $1.5M in expense discipline & efficiency or ~ 2% of a division’s total budget
- Savings must be sustainable and program quality maintained.
- Any anticipated spending from restricted funds, whether endowed or from expendable gifts must be budgeted for and must not exceed the available revenue
  - Endowed and gift funds have an account number that starts with a “2” or “3”.
  - Unexpended balances in these accounts are carried forward from year to year.
- Budgeting funds using the “miscellaneous” object code should be avoided.
  - Specific object codes exist for most expenses. A list of the codes is on the Budget & Planning website.
- Capital expenditures are not typically part of the operating budget
  - There is a separate budgeting process for capital expenditures.
  - Any request for operating funds for capital must not exceed $1,500.
  - This funding should be for a specific purpose, and must include a justification.
- Most salaries, wages and benefits (SWB) are budgeted for by the Finance office. However overtime wages, student wages and temporary wages are budgeted for by the individual departments.
- The reallocation of budget dollars within a cost center (first ten digits of the account number), and between cost centers within a division to better align the budget with actual expenditures is encouraged.
- The monthly expense reports provide a history of expenses for the current year and the prior two years, and should be helpful as you work on the fiscal ’17 budget.
- For the first time, we ask that you provide information on “Capabilities Gaps”, which represent something we are not doing, but should be doing in support of our current activities.
  - The Capabilities Gap data collection form can be accessed from the Budget & Planning section of the Finance department website.
  - Submit this form to the Budget Office by March 25.

Thank you for your cooperation as we work together to develop the Fiscal ’17 operating budget.