



Western
University
OF HEALTH SCIENCES

Budget Development
Process
Phase I
FY 2023-2024

OBJECTIVES

- Components of Budgeting
- Planning as a Team & Communication
- Budget Development Timeline



COMPONENTS OF BUDGETING

- Compensation
- Operating
- Capital



PLANNING AS A TEAM

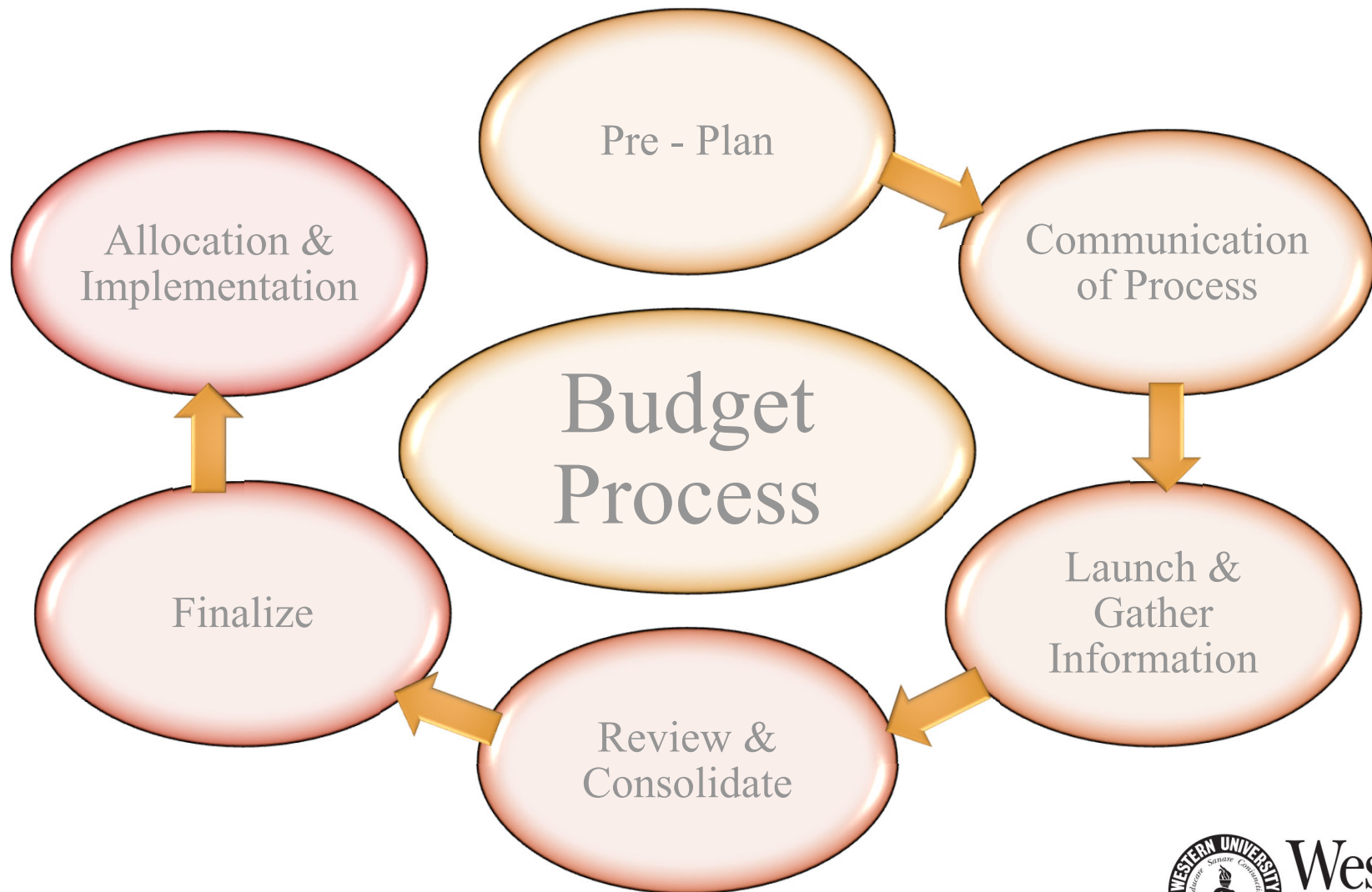
- Communication
- Duplicate Requests
- Plan meetings with Stakeholders

BUDGET DEVELOPMENT PROCESS OVERVIEW



- Information Requests
 - Enrollment
 - Patient Care Center revenue
- Anticipated Needs
 - Reallocation
 - Cost savings
- Include in the budget request
 - Justification/Rationale

BUDGET PROCESS CYCLE



TOP THREE PRIORITIES

- Analysis of prior two years
- Anticipated needs and rationale/justification
- College/Department strategic plan
- **Deadline: November 28, 2022**



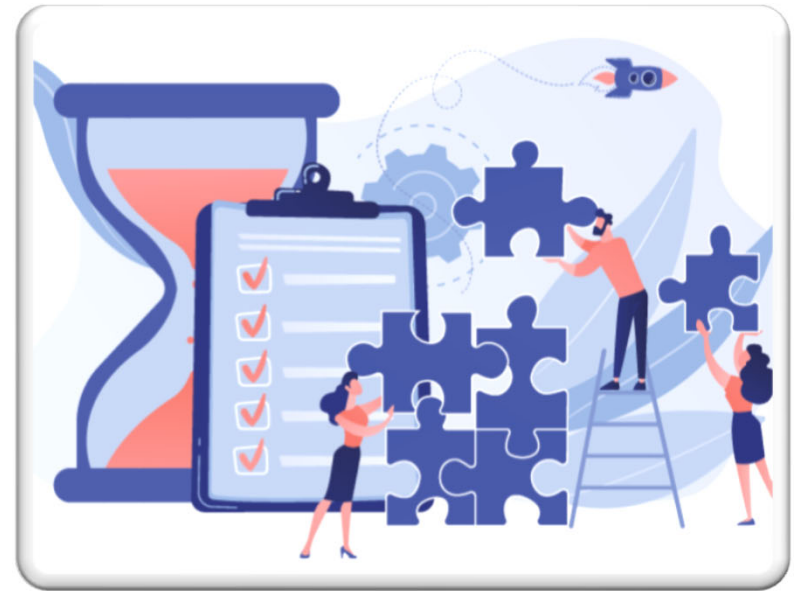
BUDGET DEVELOPMENT TOOLS

- **W Drive & BudgetPak Materials**

- Authorization Form
- BudgetPak Instructions
- Proposed Salary Pool Adjustment Form
- Proposed Tuition Rate Adjustment Form (Colleges Only)
- Proposed Promotion Form

- **Budget Website**

- http://www.westernu.edu/budget/budgeting_tools/



BudgetPak Training

One-on-One training available
to new Budget Coordinators



Please contact the Office of Budget Administration at
Budget@westernu.edu

PROPOSED SALARY POOL ADJUSTMENT

Proposed Salary Pool Adjustment

College/Department Name: _____

Organization Number: _____

WITH NAME

Prepared By: _____

Date: _____

WITH NAME

Reviewed by Dean/Dept. Head: _____

Contact Person & Extension: _____

List proposed salary pool adjustment. Also, separately, provide information related to any proposal for increases to the Fringe Benefits Pool.

2022/2023 Pool Adjustment

2.50%

2023/2024 Proposed Salary Pool Adjustment %

Justification/Rationale



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PROPOSED TUITION RATE ADJUSTMENT

Proposed Tuition Rate Adjustment

College Name: _____

Organization Number: _____

STH NAME

Prepared By: _____

Date: _____

STH NAME

Reviewed by Dean/Dept. Head: _____

Contact Person & Extension: _____

List program name, current rate, proposed tuition rate and fee adjustments, and justification/rationale by program. If more space is needed for justification/rationale, please attach an additional page to this form.

Program	2022/2023 Rate \$	2023/2024 Proposed Tuition % Adjustment	2023/2024 Proposed Tuition Rate \$	Justification/Rationale



PROPOSED PROMOTION FORM



- Proposed promotion effective 7/1/23
- Source of funds to come from existing departmental budget, prior to Priority Pool 7 funds
- Rational/Justification and changes in duties

OFFICE OF BUDGET ADMINISTRATION SUPPORT

Please contact the Office of Budget Administration for any additional assistance.

Budget@westernu.edu



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*Thank
You*
for your time



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