



Western
University
OF HEALTH SCIENCES

Budget Development Process

Zero Based Budgeting

OBJECTIVES

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



ZERO BASED BUDGETING (ZBB)



- ZBB assumes no budgets from prior years; each year's budget begins at zero.
- The department/unit evaluates its goals/objectives and justifies its activities based on its needs.
- ZBB is one simple proposition; each line item in the budget must be justified at the time the budget is developed.

COMPONENTS OF BUDGETING

- Revenue
 - Information Requests
 - Enrollment
 - Patient Care Center revenue
- Expenditures
 - ZBB



PLANNING AS A TEAM

- Communication
- Plan meetings
with stakeholders

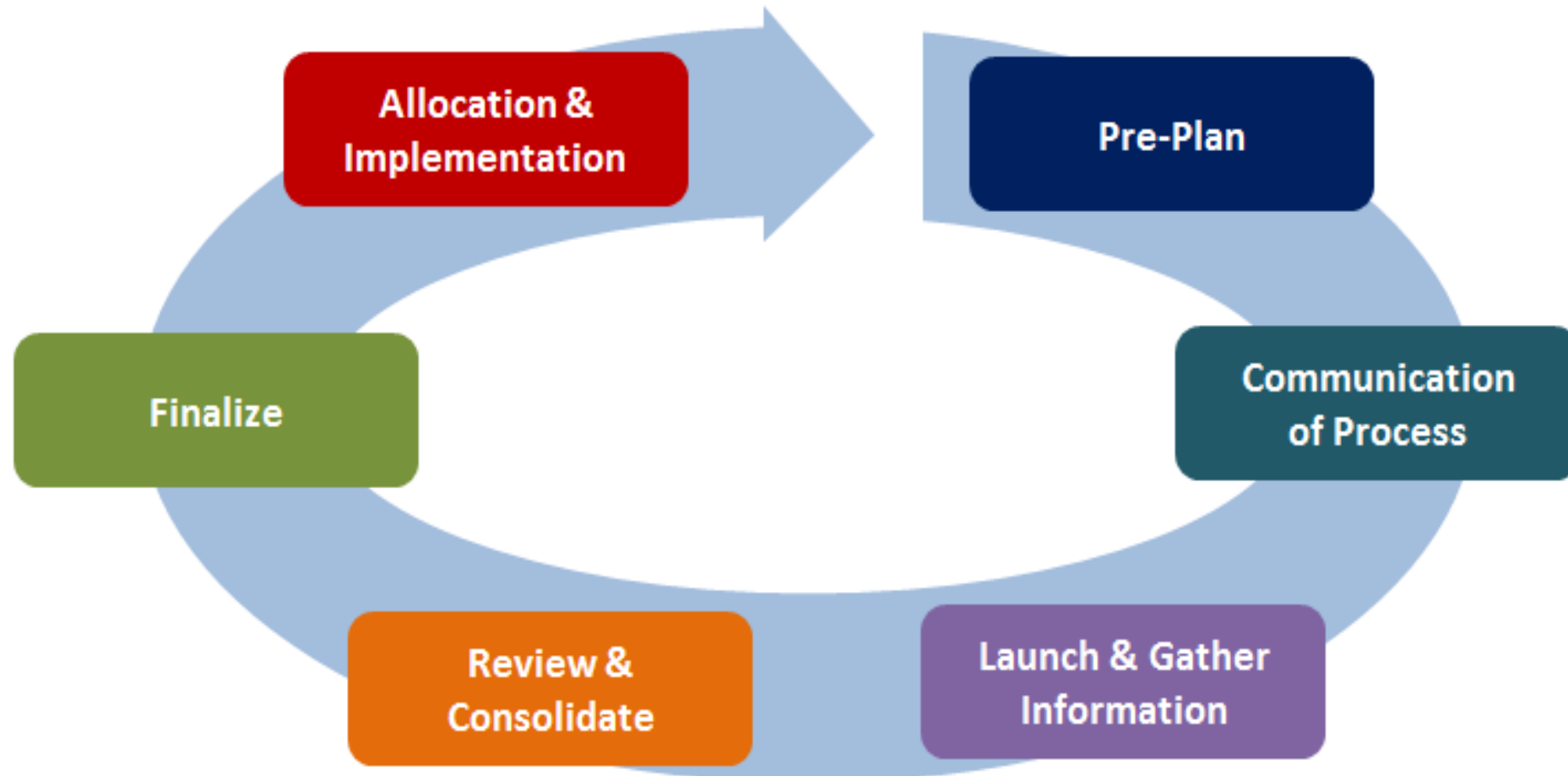


BUDGET DEVELOPMENT PROCESS

- Anticipated Needs
 - Trend Analysis
 - Cost savings
- Include in the ZBB
 - Justification/Rationale



BUDGET PROCESS CYCLE



BUDGET DEVELOPMENT

- Analysis of prior two years
- Anticipated expenses
- **Deadline: November 18, 2019**



BUDGET DEVELOPMENT TOOLS

- W Drive & BudgetPak Materials
 - Authorization Form
 - Time and Responsibility Schedule
 - Salary Pool Forms
 - BudgetPak Instructions
- Budget Website
 - http://www.westeru.edu/budget/budgeting_tools.



PROPOSED SALARY POOL ADJUSTMENT

Proposed Salary Pool Adjustment

College/Department Name: _____

Organization Number: _____

Prepared By: _____

Date: _____

Reviewed by Dean/Dept. Head: _____

Contact Person & Extension: _____

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

2019/2020 Pool Adjustment 0%-3%	2020/2021 Proposed Salary Pool Adjustment %	Justification/Rationale
2.5%		

OFFICE OF BUDGET MANAGEMENT PLANNING & ANALYSIS SUPPORT

Please contact the Office of Budget Management Planning and Analysis for any additional assistance.



QUESTIONS

