



Western
University
OF HEALTH SCIENCES

Budget Development Process

Phase I

FY 2022-2023

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

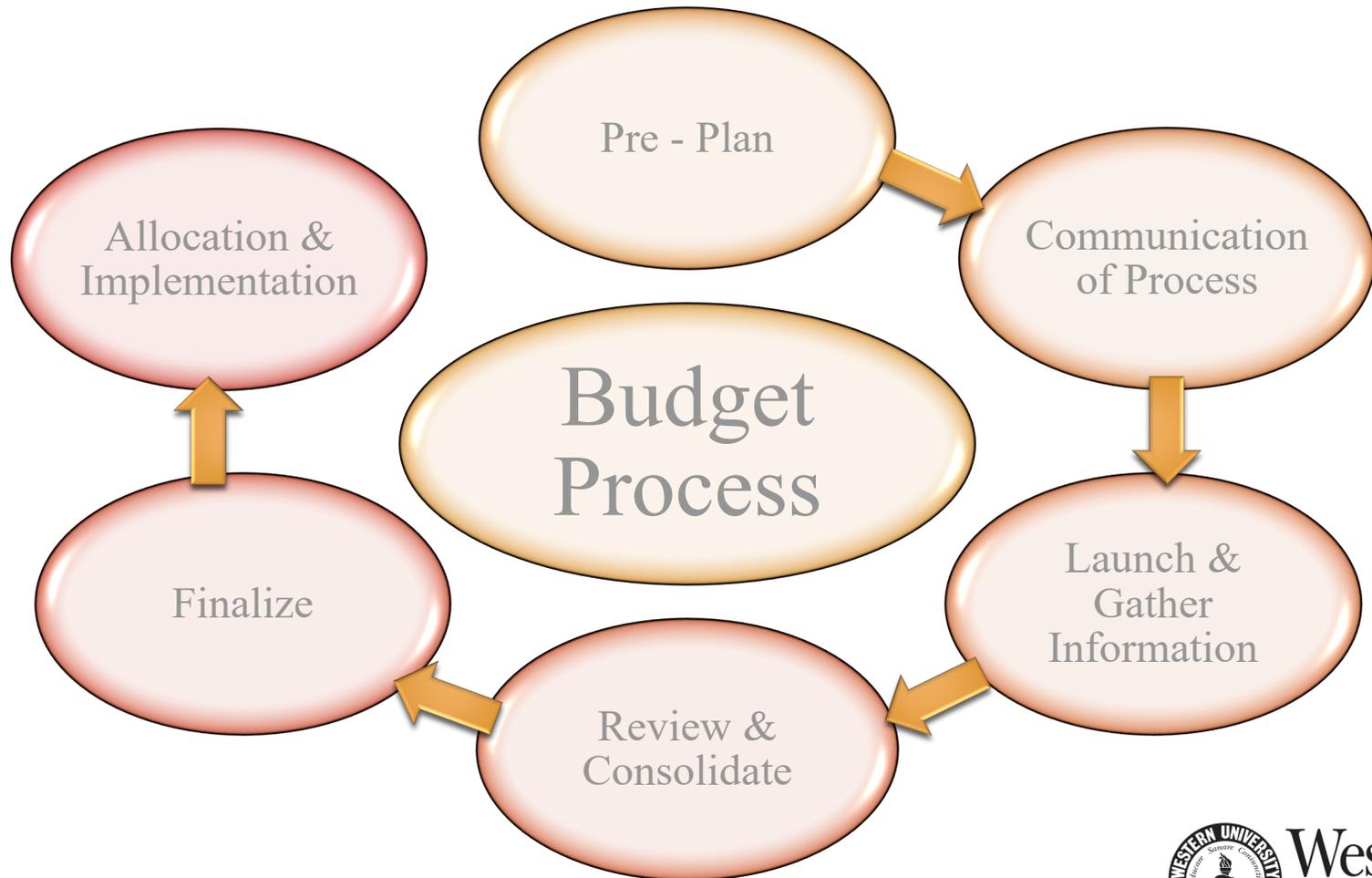


BUDGET DEVELOPMENT PROCESS OVERVIEW



- 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 29, 2021**

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/



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.

2021/2022 Pool Adjustment %	2022/2023 Proposed Salary Pool Adjustment %	Justification/Rationale
2.5%		

PROPOSED TUITION RATE ADJUSTMENT

Proposed Tuition Rate Adjustment

College/Department Name: _____

Organization Number: _____

SEEK NAME

Prepared By: _____

Date: _____

SEEK 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.

Program	2021/2022 Rate \$	2022/2023 Proposed Tuition % Adjustment	2022/2023 Proposed Tuition Rate \$	Justification/Rationale

PROPOSED PROMOTION FORM

- Proposed promotion effective 7/1/22
- Source of funds to come from existing departmental budget, prior to Priority Pool 7 funds
- Rationale/justification and changes in duties

OFFICE OF BUDGET ADMINISTRATION SUPPORT

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

Budget@westernu.edu



*Thank
you*



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