MEMORANDUM

TO:        WSU President, Vice Presidents, Chancellors and Deans
FROM:      Stacy Pearson, CFO and Vice President for Finance & Administration
DATE:      August 31, 2020
SUBJECT:   Budget Development Templates

Budget development templates for a 3-year planning cycle to include FY-2021, 2022, and 2023 are now available. Area fiscal officers may access the templates on the Budget Office SharePoint site.

In addition to the budget development template, your area SharePoint folder will contain files detailing each area’s planned central allocations for FY-2021, and most Pullman areas will find information provided by Facilities Services regarding the cost of space based on the annual space inventory survey.

The 3-year budget template along with the final FY-2021 reduction target template distributed earlier this month will be due to the Budget Office by September 30. For specific questions about the templates, please refer to the FAQ’s posted here, or email wsubudget.office@wsu.edu.

These budget activities are a continuation of the all-fund budgeting practice implemented in FY-2020. Later this fall budget hearings may be scheduled to review any developments that might impact these plans and to discuss our response strategies.

Over the next month, we will schedule Q and A sessions similar to those that we did for the budget reduction exercise. Thank you for your continued efforts on behalf of the University during these challenging times.

Thank you.