June 3, 4, & 7
Budget Development Demo and Q&A's Session
Agenda

- Review budget development timeline
- General information - FY-22 budget development
- Workday Budgets
- Budget Hearings
- 3-year all-fund budgets
Budget Development Timeline

- **Jun 1**: Communication Sent to Areas
- **Jun 30**: Areas Complete EIB Templates
- **June 3, 4 & 7**: Budget Dev. Trng and Q&A
- **Jul 1** - **Jul 31**: Budget Office Compiles & Tests EIB’s / Compiles Hearing Materials
- **Jul 15**: Budget Hearing Templates Due
- **Jul 21**: Budget Hearing Slides Due
- **Aug 1** - **Aug 31**: Final FY-22 Allocations Known
- **Aug 3 - Aug 5**: Hearings
- **Aug 1 - Aug 31**: Budget Office Finalizes FY-22 Consideration Files / Distributes 3-YR Templates
- **Sep 1** - **Sep 30**: 3-Year Budgets Due
General framework

- Targets
  - Based on FY-21 10% target
  - Not permanent

- State Budget
  - Lifted freezes

7.5% Target
FY-22 Workday budgets

- Core required / Non-core optional
  - Core funds (FD001, FD076, FD080)
  - Non-core (all other funds except gifts/grants/projects)

- 95% of core fund budget
  - PBL Base Allocations
  - Enrollment Funding
  - Benefits

- Non-core funds
  - 75% of non-core activity in 7 areas
FY-22 Core funds allocation plan

- PBL, Reduction Targets, and Enrollment funding in July
  - PBL (12/31/20 before 7.5% reduction) will be Workday ‘Initial’ budget
  - All other FY-22 allocations will be budget amendments
    - Enrollment and Reduction Targets
    - Workday Budget Amendment types will help identify
- Benefits
  - Continue to allocate monthly for FY-22
- One-time / Proviso / PBL changes from December - June.
  - Budget amendments in fall after final FY-22 allocations are known.
- F&A
  - Follow legacy except for implementation of EP-2.
Demo Core Fund EIB Template
Distribution of EIB files within an Area

- Files have embedded formulas and lookup tables

- Share on TEAMS

- Request a blank template from Budget Office
  - Cut and paste from PBL table to ‘PBL_FY22’ tab
  - Insert department targets on “Summary” tab
Non-core funds

- Areas can decide what activities to budget
- Areas develop their own revenue / expense targets
- Loaded as budget amendments in Workday
Demo Core Non-Core Template
Deliverables

- Template for restored funding
- COVID-19 template
- PowerPoint
Budget Hearings

Restored funding template
- Similar to last year
- Compare to last year final reduction template
- No use of carryforward

COVID-19 template
- Timeframe
- Expenses
  - Salaries / Benefits
- Lost Revenue
  - Keep documentation

PowerPoint
- Discuss restored funding
- Discuss challenges / opportunities
- Review COVID-19 impacts
Demo Budget Hearing Template
Logistics for Hearings

- Scheduling
- Format (Zoom)
- Timeframe (10 minutes for presentation, 5 minutes for Q&A)
- Materials

What happens next?

- Executive committee deliberates
- Final FY-22 allocations determined
Next steps after hearings

• Consideration files finalized once final FY-22 allocations are approved

• Final guidance on carryforward use in FY-22

• FY-22 allocations, and 7.5% reduction assumed for all three years
Other Resources

- **SharePoint site**
  - “READ ME FIRST” file
  - Templates each have instructions embedded

- **Budget Office web page**
  - FAQ’s
  - Calendar
  - Sample templates

- **wsubudget.office@wsu.edu**
QUESTIONS