

# **Budget Procedures Steering Committee**

## **Charge and Composition**

**September 2015**

### **Intro**

The Budget Procedures Steering Committee (the Committee) is an ad-hoc University committee which is advisory to the University Budget Committee, VP for Finance and the President.

### **Timing and Objectives**

The Committee shall convene approximately four (4) meetings and conduct other work as needed during the fall of 2015 to specifically address the following objectives:

- Propose a high-level structure and associated procedures to introduce a multi-year budgeting process, beginning with the fiscal year 16/17 budget year
- Document the pros and cons of the new proposed structure relative to our current practice
- Document any observed risks and uncertainties related to the proposed revisions to budget procedures
- Provide a needs assessment to accomplish the proposed budget structure and procedures (examples, training, technology, reporting, etc.)
- Outline a timeline and reporting calendar for budget assembly, review and approval along with an implementation plan
- Provide examples of the budget format and other supporting materials

Representatives from the Committee shall provide a draft of its report to the University Budget Committee for feedback and comment. This meeting will be scheduled for late October or early November, 2015.

Incorporating any feedback or comments from the University Budget Committee, representatives of the Committee shall provide a report to the VP for Finance and the President no later than mid-November 2015.

### **Committee Composition**

The Committee shall be composed of 12 members, assembled as follows:

- The Committee shall be chaired by Joe Smith, Associate VP for Finance and staffed by Jane Button, Budget Director. (TWO MEMBERS)
- The Committee shall include one staff member from each of the following areas, to be recommended by the respective VP: Academic Vice President; Student Development; Athletics; Administration and Planning, University Advancement, and Mission. Such members should be reasonably familiar with the University's current operating budget practices. (SIX MEMBERS)

- The Committee shall include representation from three of the major academic units (the Schools or College). Such members could be faculty members, deans, department chairs, or administrative staff. Such members shall be recommended by the Academic Vice President. Such members should be reasonably familiar with the University's current academic budgeting practices. (THREE MEMBERS)
- The Committee shall include one individual nominated by the Faculty President. This individual need not have any experience with the budget process. (ONE MEMBER)

Other individuals may be consulted as needed, at the discretion of the Committee chairperson. The work of the Committee may extend beyond fall 2015, if and as needed.