



TO: WFU Deans: Gillespie, Iacovou, Jones, O'Day, Pyatt, Reynolds

FROM: Rogan Kersh, Provost  
Hof Milam, Executive Vice President

CC: Dr. Nathan O. Hatch, President

SUBJECT: Fiscal Year Ending June 30, 2017 (FY17) Budget Process and Requests

DATE: August 26, 2015

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Greetings colleagues—as in past years, please find below details of the data collection and process changes for the FY17 budget.

Available funds for new initiatives are limited. Should you have an urgent need in this category for FY17, please review with the Provost, who may prepare a prioritized request for funding.

The annual budget process will include requests for capital projects, multi-year budget projections, internal fees analysis, and financial restructuring. More detailed instructions on each of these items are provided below; template request forms are also available.

The first phase of a multi-year implementation of cost allocation began in FY16. We will work closely with you to sort out details of this project and any changes needed to your FY17 budget.

**Request for Capital Equipment, Construction, Renovation and/or Renewal Services Form:** This covers one-time funds for capital equipment valued at \$5,000 or more per item OR to construct, renovate, or upgrade campus facilities. Requests should include furniture, fixtures & equipment related to the project. This form is due by **Friday, October 30, 2015**. Self-funded units (i.e., professional and graduate schools, Athletics, SHS, etc.) are expected to cover these needs through self-generated revenues or reserves. However, capital plans for these units should be submitted to provide an accurate capital budget forecast to the Board of Trustees. Please complete all sections of the form, ordering requests by priority (highest first), and submit to Beth Hoagland, John Shenette and to the Budget Office.

**Five Year Projection and FY17 Student Tuition & Fee Recommendations:** For FY17, each Dean, VP and the Director of Athletics is asked to submit a five-year budget projection. As part of this projection, Deans will recommend student tuition and fees. Although five years of tuition and fees will be estimated, only FY17 will be taken as an official recommendation for Board of Trustees' approval. Each Dean should review current tuition and school-specific student fees in relation to peer institutions and the current economy, and balance FY17 pricing increases against funding needs. Deans should submit their recommendations for tuition and all student fees as part of the five-year projection to the Provost and Budget Office by **Friday, October 30, 2015**. (Deans should also provide a projected FTE and discount rate for FY17 – FY21.) There will be an opportunity to review and revise the projected FTE and discount rate in the spring budget season. Other administrative and auxiliary units should submit their five-year projection templates to the budget office by **Friday, October 30, 2015**.

Note: Tuition and Student Fees submissions are subject to Board approval in January 2016; once approved, all rates are final.

**Internal Fees:** This form covers requests for an increase of existing fees, or the addition of new internal fees. Also include a brief description of the fee and what it is intended to cover. Please note that,

although internal fees provide a revenue stream to service units, charging these fees will increase other departments' expense budgets. As a result, net revenue generated by increasing internal fees may be needed to provide budget relief (reduce central funding to the service unit), as other budgets may need to be increased to cover payment of the fees. This form is due **Friday, October 30, 2015**.

**Financial Restructuring:** If your organization is planning a major restructuring for FY17 (e.g., merger of departments, addition or deletion of departments that require re-allocation of budgets, revenue sharing, etc.), please submit a request to [budget@wfu.edu](mailto:budget@wfu.edu) by **Friday, October 30, 2015**, as these re-orgs can require time for approval, process and system revisions.

If you have questions, please contact Shannon Badgett ([badgetss@wfu.edu](mailto:badgetss@wfu.edu)) or Beth Hoagland ([hoaglamb@wfu.edu](mailto:hoaglamb@wfu.edu)).