2006-2007 Budget Planning General Points to Remember

- Individual faculty, staff, and administrators may consider, write up, research, and justify items for budget consideration for ANY department.

- As we did last year, we will be doing **activity based budgeting** – all costs associated with a particular activity should be placed on the same proposal. The proposal should reflect all the costs (except salary costs) associated with that activity. The proposal is then funded or cut in its entirety as the removal of one item would result in the inability to carry out that activity. Please keep this concept in mind when making requests.

- Due to confusion in previous years, we **will NOT accept ANY salary costs** in electronic submissions. We are asking that additional positions or increases for present positions be done via paper only (see attached form). For existing positions: no electronic entry needed.

- **Conduct unit discussions** to prioritize proposals and integrate the goals, activities, and needs of your area. Please approve or disapprove as it relates to your overall plan and goals for the next year.

- Proposals that you disapprove remain in the system for the next level to review if desired but are not immediately forwarded as a matter of course.

- If you wish to deny a proposal, **enter the reason for the denial** in the justification line of each proposal in capital letters so submitters may see your rationale.

- **Share your conclusions and meeting results with the approval level above you** before s/he begins review of the proposals to assist them in their understanding of your decision process.

- At the Budget Office stage, proposals may be "denied" at various times due to duplication, pooling, improper entry (i.e., a submission of salary via the electronic form rather than paper), etc. This does not necessarily mean that your proposal is denied in its concept, but only in its original form. If you wish to know why a proposal was denied by any level, the reason for denial should be viewable in the justification line of each proposal in capital letters.

- You can go back and look at any proposal you have submitted to see if they have made any changes to the proposal, and/or if they have forwarded it on to the next level.

- **OFFICE SUPPLIES** and **COPIES** for **General Fund** accounts will be budgeted collectively again this year under operations – do not enter proposals for such in individual General Fund departments. **POSTAGE** on the Pendleton campus will also be budgeted collectively.

- Be sure to reinforce the deadlines outlined here for submission.