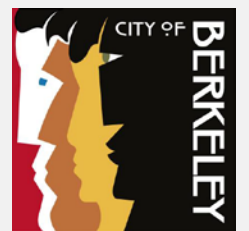


Shaping the Budget Process

Survey Summary





Overview

Shaping the Budget Process Survey

- 9 Respondents
- Thoughtful ideas and suggestions

Tools & Supports

Help for departments in preparing budgets



Tools & Supports



More training



Coordinated planning between departments



Provision of a starting baseline budget



Information on the amount of available funding



Ideas

Strengthening the budget process

NEEDS SURVEY

REPORT OF PREVIOUSLY FUNDED LINE ITEMS

FUNDING REQUEST GUIDANCE

DEPARTMENT ENGAGEMENT IN BUDGET PROPOSAL FORMATION

DEPARTMENT ACTIVITY/DIVISION LEVEL DATA IN BUDGET BOOK

CIP REVAMP

Communication

Ensuring effective communications



Communication

- Timely, open
- Schedule, due dates
- Department status updates
- Presentations/reports at SLT
- Clear expectations re: funding asks
- Explanation of special funds



Communication



AGREE

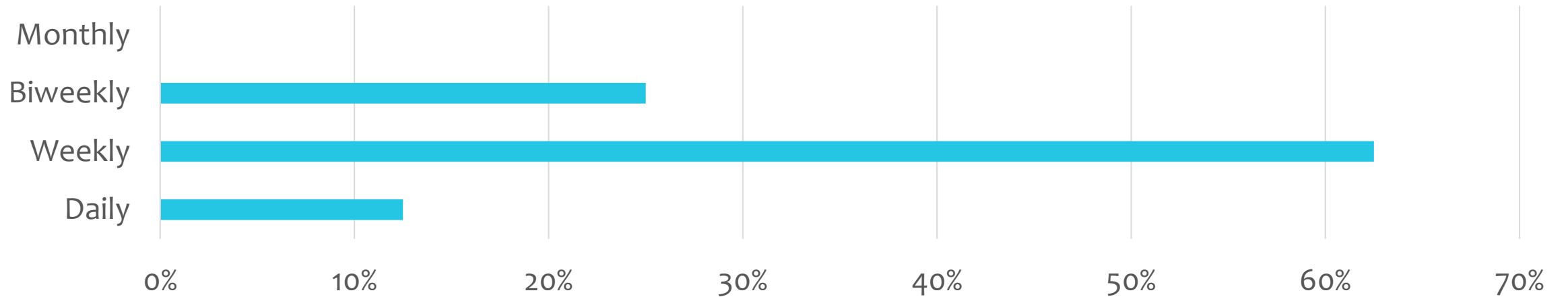
The Budget Office **effectively communicates** with you.

66.67%

The Budget Office **keeps you in the loop.**

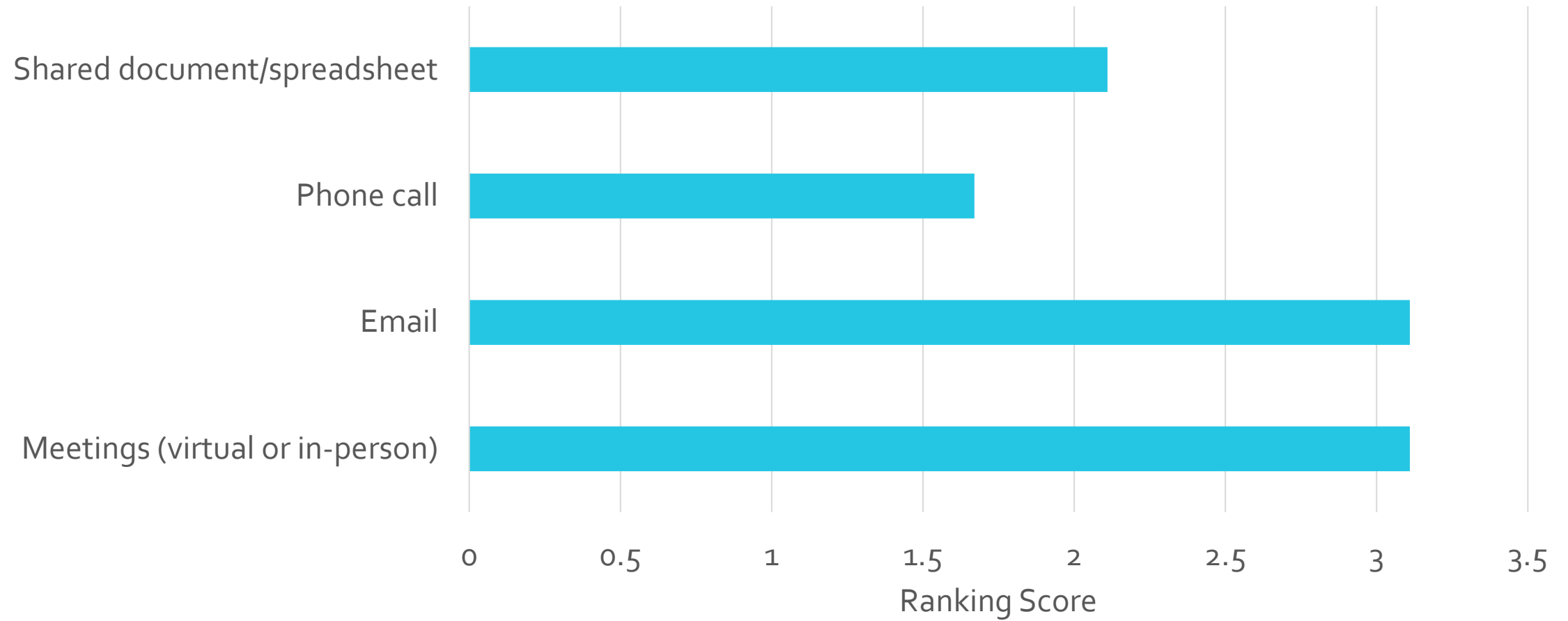
66.67%

Preferred Frequency of Communication



Communication

Effectiveness of Communication Methods



Information

Receiving information during budget season



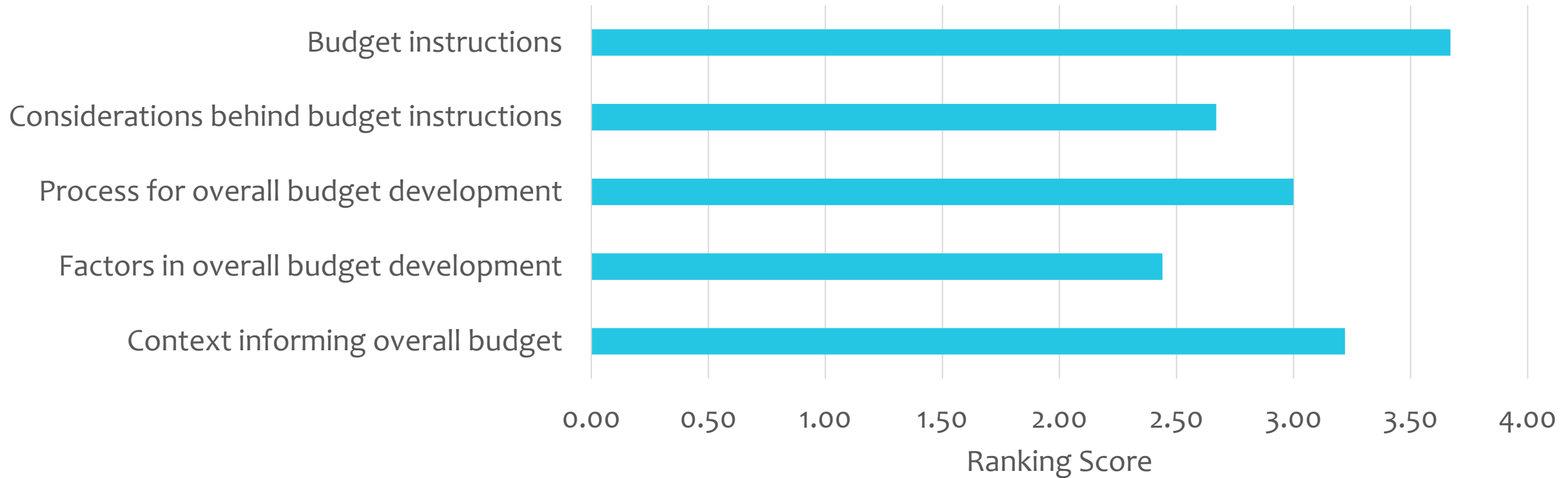
Information

- Timelines with deliverables & decision points
- Data/reports, historic and projected
- Online documents organized by department
- List of referrals/audit findings/prior-budget-approvals



Information

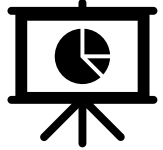
Importance of Different Types of Information



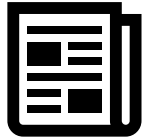
Next Steps

Incorporating survey feedback

Next Steps



Present survey findings to Senior Leadership Team and Budget & Finance Policy Committee



Creating a regular, formal budget message



Increasing the amount and consistency of communication to departments



Developing a toolbox on “How to Do the Budget”



Thank You