



FY2021 Budget Development Components

Budget development and submission materials will be shared with units January 7, 2020 and will be reviewed and discussed with Deans and Vice Presidents in individual meetings scheduled January 7-10, 2020.

1. [College/Division Engagement Plan](#)

Due January 17, 2020

All Colleges and the Division of Health Sciences are required to submit plans for their internal process, including how they will engage faculty, to the Provost by January 17, 2020. Please send plans directly to Cali Bell at bellcali@isu.edu

2. [Student Activity Fee Request Form](#)

Due January 17, 2020

While Student Activity Fee increases are not anticipated for FY 2021, Student Affairs and the Budget Office would like to capture strategic and operational budgetary needs related to these fees. This information will inform future Student Activity Fee conversations and will also help with general planning for FY 2021 (for example covering mandated CEC increases for Student Activity Fee funded positions.) Send completed forms to Jen Steele at steejenn@isu.edu.

3. [Professional Fee Recommendations Form](#)

Due January 30, 2020

Units will provide recommendations for professional fee changes (increases, decreases, or new). Information will include the proposed fee change, narrative/rationale, and a student cost comparisons for peer institutions

4. [Facilities & IT Project Request Forms/Rubrics](#)

Due February 7, 2020

Units requesting minor and major facilities and/or IT project funding in FY2021 will submit project request forms. Requests will be reviewed and prioritized by subcommittees, then forwarded to Leadership and Admin Councils.

5. [General Budget Planning](#)

Due February 28, 2020

For general budget planning, all units will:

- review and update salaried position lists
- review and update revenue budgets
- review and update reset base expenditure budgets
- request funding for essential needs and strategic initiatives.

Units will complete a budget development worksheet for each major funding source (general appropriation, special appropriation, local, research/grant). These worksheets will be accompanied by a Budget Narrative for the unit.

Each Unit will have a Box Budget Development folder that includes:

a. Budget Development Template

Excel workbook for developing FY2021 budgets by major funding source

b. Budget Narrative Template

Narrative description to accompany budget workbook

c. New Position Request Form

Required for any new FY2021 position funding requests

d. Position List by Employee Class

Current position list for reference

e. Position List by Funding Source

Current position list for reference

f. Financial History Report

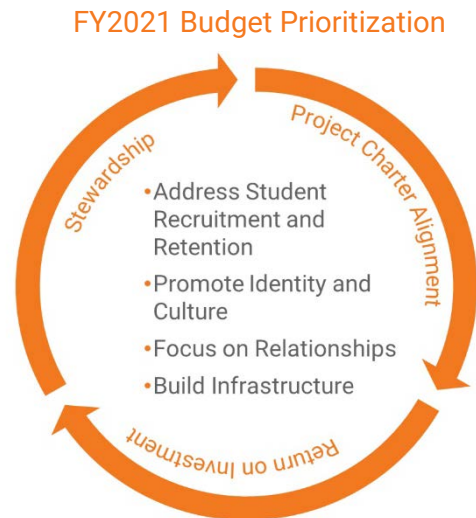
YTD actuals with year over year history for reference and analysis. You UBO can break this report out by funding source and/or run additional, detailed reports for you.

Prioritization Criteria

Facilities and IT project requests will be prioritized by subcommittees based on established rubrics, then forwarded to admin council with general budget requests and proposals.

Leadership Council and Admin Council will review and prioritize all budget requests and proposals in alignment with strategic goals and priorities as represented in the graphic at right.

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Support Resources

General Questions: Contact Jen Steele, AVP Budget, Planning & Analysis, steejenn@isu.edu x. 4277

[Budget Website](#)

[Budget and Finance Staff](#), [UBO Staff](#)

Fast Finance Reporting Tools: see UBO staff