



TO: Budget Administrators
FROM: Louis J. Mayer, Chair, Budget Advisory Committee
DATE: April 30, 2008
SUBJECT: Budget Requests for Fiscal Year 2010 (FY10)

As part of the Annual Report process, departments are requested to draft the 2009-10 plans and any corresponding budget requests. (See www.sju.edu/financial_affairs for forms to complete and submit.)

As you prepare plans and budget requests, just a reminder of the continuing guidelines under which the Budget Advisory Committee will operate. As in the past, **priority will be given to budget requests that relate to divisional and departmental plans submitted as part of this process.** As has been our recent requirement, **reallocation of existing departmental budgeted funds should be used wherever possible before incremental funding is sought through the BAC process.** The Office of Budgeting and Forecasting is available to assist you in identifying cost reallocation opportunities. Also, please remember that there is **minimum threshold of \$5,000** for all BAC requests. Any requests of less than \$5,000 are to be addressed through internal reallocation, at either the departmental or divisional level.

Any budget requirements associated with the submitted divisional/departmental plans that cannot be met through the reallocation of the existing budget funds, or covered by departmental restricted funds, must be brought to the attention of the appropriate Dean and/or Vice President. He/she will review, evaluate, and respond to the request based on its merits, the availability of funding elsewhere in the divisional budget and the priority this request has within the divisional plans. Additionally, the Vice President will consider the request based on the following questions, which will serve as the BAC's criteria for evaluating FY10 budget requests.

Specifically, does the budget request do one or more of the following:

1. Support University mission and *Plan 2010* goals?
2. Appear in the division/department's submitted plans as approved by the appropriate Vice President? (Requests will be reviewed by the Office of Planning for consistency with *Plan 2010* and departmental plans.)
3. Impact the health and welfare of students, faculty, staff and administration?
4. Impact legal, regulatory, contractual, and enterprise risk requirements?
5. Address the most critical needs required to operate the University?
6. Propose cost savings opportunities?
7. Propose net revenue generating opportunities?

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For key dates, please refer to the Annual Planning and Budgeting Cycle at <http://www.sju.edu/planning>.

If you have any questions, please contact me (lmayer@sju.edu) or Amy Bosio (abosio@sju.edu).
Thank you.