

**Western Kentucky University
Division of Student Affairs and Campus Services
2005-2006 Budget Council and Budget Development**

Index: BRSM - Budget and Resource Manager

Start Date	Area Requiring Action	Due Date	Status	Date Completed	Activity Description
12.01.05	BRSM	1.06.06	Completed	1.09.06	Salaries balancing for the division from Budget & Resource Manager (BRSM) due to Central Budget Office
01.06.06	Student Life Area from Assoc VP	01.13.06	In Process		Request from Howard Bailey for submission of budget requests each on separate sheets to be considered for inclusion as a budget council request
01.11.06	BRSM	01.12.06	Completed	01.13.06	Begin Development of Scheduled Calander and a Web Site for SA&CS Finance
01.11.06	BRSM	01.12.06	Completed	01.12.06	Review of 2003-2004 Recurring Budget Cuts & Submitted to VP & Assoc VP's
01.10.06	BRSM	01.17.06	In Process		Should submitt to all departments current listing of all possible Budget Council requests compiled from combined information
01.10.06	BRSM	01.17.06	In Process		Should submit to all departments a listing of prior years requests and the success in funding
01.17.06	All Departments except Student Life Area	01.20.06			Should examine all budget council information and should examine to see if additional requests should be made. Requests should be submitted (to start with) as a two paragraph statement of the requests for funds for review to the BRSM for distribution to appropriate parties. (Problem identified & impact if request is funded) EVERY DEPT IS REQUIRED TO SUBMIT AT LEAST ONE NEW REQUEST
01.20.06	Selected Departments (will notify when selected)	01.23.06			Should compile information on existing budget requests that we know are going to be requested in this next cycle
01.17.06	BRSM	01.20.06			Should submit requests to departments for information related to each item that we currently know we are going to request for budget council
01.18.06	BRSM	01.18.06			BRSM should submit revenue projection reports to the revenuee generating departments for input
01.18.06	Revenue Generating	01.25.06			Should compile and provide revenue projections to the BRSM.

Departments		
01.22.06	BRSM	01.23.06 BRSM should review last years and submit copies of the Narrative Memo to the Donna Gregory and VP for review and update.
01.23.06	BRSM, Assoc VP & VP	01.24.06 Review and approval of submitted paragraphs should be examined to determine how we want to proceed with funding.
01.23.06	BRSM Donna & VP	01.27.06 SA & CS Narrative Memo is due from VP to Budget Office
01.23.06	BRSM, Assoc VP & VP	01.27.06 SA & CS 2006-2007 Revenue Budget Projections are due to the Budget Office
01.24.06	Selected Departments	01.30.06 If one paragraph statement is approved then additional examination and should be sought by the department and provided to BRSM.
01.30.06	BRSM	02.01.06 Compile and submit report to the VP and Assoc VP's (review and edit for the final submission
02.08.06	Estimated	Prior Year's First Budget Council Meeting