**Campus All-Funds Budget Process Checklist**

**Campus Name:**

**Date:**

**Campus Administrator Name:**

**Campus Administrator Title:**

**Campus Administrator Signature:**

**Budget Inputs** – The institution’s budget development process considered, at minimum, the following information:

\_\_\_\_System and campus strategic plans, including Board of Governors-approved metrics for on-time graduation and degree efficiency, student debt among bachelor’s degree completers, and Education and Related Expenses per Degree

\_\_\_\_Campus enterprise risk management plan

\_\_\_\_Revenue projections based on approved tuition, fee, and auxiliary rates

\_\_\_\_Data analysis identifying areas for potential reallocation of resources

\_\_\_\_Campus performance on financial ratios

**Budget Governance and Oversight**

\_\_\_\_ Nonrecurring funds, including use of fund balance, are reserved for nonrecurring activities; any exceptions have been identified and a plan developed to sustain or sunset the activity once the non-recurring source has expired.

\_\_\_\_A campus policy on reserve levels has been adopted or is under development and was considered in creating the budget.

\_\_\_\_Campus management has plans to review reports on fiscal performance at least quarterly and in context of the budget.

**Campus Engagement**

\_\_\_\_ The campus budget process provided a mechanism for organizational units to submit proposed budget adjustments within parameters established by the chancellor or designee.

\_\_\_\_ Proposed budgets were discussed with the appropriate leader(s) of each organizational unit.

**Board of Trustees Approval**

\_\_\_\_ The Board of Trustees approved the all-funds budget at its meeting on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

**Additional Information:**