

Supporting Document 2.A.1(c)

Budget Management Advisory Council

Purpose of the Advisory Council:

The WWU Budget Management Advisory Council is a collaborative body consisting of budget professionals from key areas of the university who will advise the President, Provost and Vice Presidents on needs and opportunities to more effectively manage budget in support of the mission of the University. The Council will review, evaluate and discuss information, processes and procedures related to the implementation and operation of the university's budget.

Advisory Council Charges:

- Understand and identify standards and processes consistent with standard accounting practices to be followed by all areas responsible for budget.
- Review and evaluation of budget management reports generated via Banner with a view to improving reports and communication.
- Improve understanding of council members, especially in those areas that are technically challenging—e.g., accurately aligning revenue and expenditures by fund in Banner finance; accounting for carry-forward fund balances; or planning and budgeting for classified step increments, etc.
- Identify ways in which budget officers and budget offices and/or finance offices may assist one another in response to the increasing complexity of budget work and ever increasing workloads.
- Enhance communication about budgetary issues across divisions and within the university community.
- Understand interrelationships, dynamics and dependencies among the various university units.
- Review timetables related to budget implementation.
- Discuss aspects of “centralization” vs. “decentralization” of budgeting and accounting processes.

Advisory Council Membership: Budget professionals from University Planning and Budgeting, division budget offices, Dean's assistants, and departmental budget professionals within university divisions. See attached list for proposed membership

Council Chair: Executive Director of University Planning and Budgeting.

Role of Council Chair: The Chair will prepare agendas for the meetings in consultation with the membership, and facilitate Council discussions. Council members may place items on the

agenda by request to the Chair. Speakers may be invited to the meetings to assist the Council with its duties

Council Meetings: The Council will meet on the final Thursday of each month from 10:00 am to 11:30 am on an on-going basis beginning June 25, 2008, except for the months of August and December.

Role of University Planning and Budgeting: UPB will serve as staff to the Council and will recommend agenda items and provide reports and materials required by the Council. UPB will prepare meeting notes.

Budget Management Working Group Membership: As a subgroup of the Advisory Council and in support of the Advisory Council, permanent members of the current “Budget Working Group”, led by Diana Cline, Associate Director of UPB, will continue its work of the past ten years (e.g., annual fee and rate process, review and discussion of fee and rate policies and forms, review of deadlines and discussion of modifications in annual budget allocation process, detailed review and discussion of the mechanics of compensation changes, and ad hoc projects) with expanded, rotating membership (see attached list). New members will be selected for two-year terms by peer colleagues.

This group will meet on an as needed basis, preferably on Thursdays from 10:00 am to 11:30 am when the Advisory Group is not meeting.

Ad Hoc Special Work Groups. From time to time there may be a need for intensive short-term work by a select group of participants in order to research and report back to the Advisory Council or to the Budget Working Group. Meeting times will be determined by participants.

Flow of information to Council Members: All information required for meetings will be posted on the Web to be accessed and printed by Council members prior to meetings.

Flow of information to the University Community: Communications with members of the university community will be coordinated through the Chair as appropriate and useful. Meeting summaries will be provided to University management.