

ASU MID-SOUTH BUDGETING PROCESS

February

March

March - April

April

May

June

**Initial
Budget
Meeting**

(CFO and all
budget mgrs)

**Budget
Request
Documents**

(Budget Mgrs
and
faculty/staff)

**Preliminary
Budget
Finalization**

(AVCs, VCs,
and
Chancellor)

**System
Budget
Hearing**

(Pres, Exec VP,
Chancellor,
CFO)

**Final Budget
Approval**

(ASU Board of
Trustees)

**Prioritization
of one-time
funding
requests**

Review :

- Budget Instructions
- Budget Request Forms
- One-Time Funding Request Forms
- Extra Help Request Forms
- Current FY Budget
- Current Financial Reports as of 12/31

Budget managers work with their staff to complete and submit: budget requests, with justifications to the CFO

CFO compiles all requests

Review :

- Compiled Budget Requests
- Budget Projections
- System Guidance

Senior Staff work with their direct report Budget Managers to prioritize expenditures as needed and balance budget based on strategic priorities.

Chancellor and CFO present preliminary institutional budget and justifications to the President and Executive Vice President of the ASU System.

Once approved by the ASU Board, institutional budget becomes final for the next FY.

Once institutional budget is finalized, AVCs, VCs, and the Chancellor, with input from Budget Mgrs, prioritize all one-time funding requests according to critical needs, strategic priorities, and available funding.