Campus All-Funds Budget Process Checklist

Campus Name: Appalachian State University

Date: March 15, 2022

Campus Administrator Name: Hank Foreman

Campus Administrator Title: Vice Chancellor for External Affairs and Strategic Initiatives
Chief of Staff and Secretary of the University

Campus Administrator Signature: 

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

__X__ 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

__X__ Campus enterprise risk management plan

__X__ Revenue projections based on approved tuition, fee, and auxiliary rates

__X__ Data analysis identifying areas for potential reallocation of resources

__X__ Campus performance on financial ratios

Budget Governance and Oversight

__X__ 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.

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

__X__ Campus management has plans to review reports on fiscal performance at least quarterly and in context of the budget.

Campus Engagement

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

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

Board of Trustees Approval

__X__ The Board of Trustees approved the all-funds budget at its meeting on March 25, 2022.

Additional Information: