

## **Base Budgeting Process**

### **1. Explain what a base budget is and how it can be used?**

The executive level base budget is the amount of funds that the division receives each year. These dollars are dependent on a combination of the state appropriation to the university and the tuition paid by students. The base budget, which remains relatively stable, is affected by state appropriations, enrollment and tuition, and the university's priorities. The base budget philosophy allows executive management to manage resources more effectively by reallocation and reprioritizing uses within a predetermined allocation amount.

### **2. What does this mean to the Departments?**

The budget office maintains the base budget at the executive level. Departmental allocations of base budget are made by the appropriate divisional office (Provost, President, VPFA, VPSS, VPEDR, and VPPE).

### **3. Can I use salary savings generated while a staff position is vacant (temporary salary savings)?**

No, these salary savings will continue to roll to a central university fund held by the President.

### **4. Can I use salary savings generated by a permanent change in a position?**

Yes, with the approval of your vice president. These savings will be transferred to an account held by the divisional vice president. You will need to follow instructions provided by your vice president to request these funds.