



TO: Wake Forest University Vice Presidents, Director of Athletics, and Deans

FROM: Dr. Mark Welker, Interim Provost  
Hof Milam, Senior Vice President for Finance and Administration

CC: Dr. Nathan O. Hatch, President

SUBJECT: Fiscal Year Ending June 30, 2013 (FY13) Budget Requests

DATE: September 20, 2011

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We write to inform you of the details of the data collection process for the FY13 budget.

As outlined in our August 31, 2011 memo, the process and calendar for FY13 will be different than in previous years. Below are requests for budget information and further details on the process changes.

### **Operating Budgets for FY13**

**Funding Request Form for Current Programs and New Initiatives** (including operational and one-time funds for equipment/furniture) all new funding requests for anything other than renewal, renovation, and construction should be submitted on this form. Please keep in mind that the new funding must support the strategic plan; the form includes a link to the published plan. Please indicate whether the request will require additional office/other space. One-time requests and new recurring initiatives which are presented as cost shared rather than full cost will be given priority.

VPs and Deans may submit requests for either one-time or recurring funding in support of Wake Forest strategic priorities. Such requests should be limited and submitted in order of priority by **Monday, October 31, 2011**. These requests will be prioritized by Wake Forest leadership. Please complete all sections of the attached form and submit to Beth Hoagland and James Shore.

**Request for Capital Equipment, Construction, Renovation and/or Renewal Services Form** (including Furniture, Fixtures & Equipment related to the project) is intended to request one-time funds for capital equipment valued at \$5,000 or more per item OR to construct, renovate or upgrade campus facilities. This form is also due by **Monday, October 31, 2011**. Self-funded units (i.e. professional and graduate schools, Athletics, SHS, etc) are expected to cover these needs through self-generated revenues or reserves. Please complete all sections of the attached form and put requests in order of highest priority and submit to Beth Hoagland and Jim Alty.

**Three Year Projection and FY13 Student Tuition & Fee Recommendations**: New for FY13 is a requirement that each Dean, VP and the Director of Athletics submit a three year budget projection. As part of this projection, Deans will recommend student related tuition & fees. Although three years of tuition & fees will be submitted, only FY13 will be taken as an official recommendation for Board of Trustees approval. Each Dean should review current tuition and school-specific student fees in relation to peer institutions and the current economy, and balance FY13 pricing increases against funding needs. Deans should submit their recommendations for tuition and all student fees must be submitted as part of the three year projection to the Provost Office by **Monday, November 28, 2011**. All other three year projections are due to the Budget Office by **Friday, December 2, 2011**. Deans should also provide a projected FTE and discount rate for FY13. There will be an opportunity to review and revise the projected FTE and discount rate in the spring budget season.

Note: Tuition and Student Fees submissions are subject to Board approval in February 2012; once approved all rates are final.

**Internal Fees:** The purpose of this form is to capture the information needed by leadership to review requests for increase of existing fees or the addition of new internal fees. Please note that although internal fees provide a revenue stream to service units – charging of these fees increases the expense budget needed by departments. As a result, net revenue (revenue-expense) generated by internal fees need to provide budget relief (reduce central funding to the service unit) as user budgets may need to be increased to cover payment of the fees. This form is due **Monday, October 31, 2011**.

**Financial Restructuring:** If your organization is planning a major restructuring for FY13 (e.g. merger of departments, addition or deletion of departments that require re-allocation of budgets, revenue sharing, etc.); please submit a request to [budget@lists.wfu.edu](mailto:budget@lists.wfu.edu) by **Friday, December 2<sup>nd</sup>** as these re-orgs can require time for process and system revisions.