

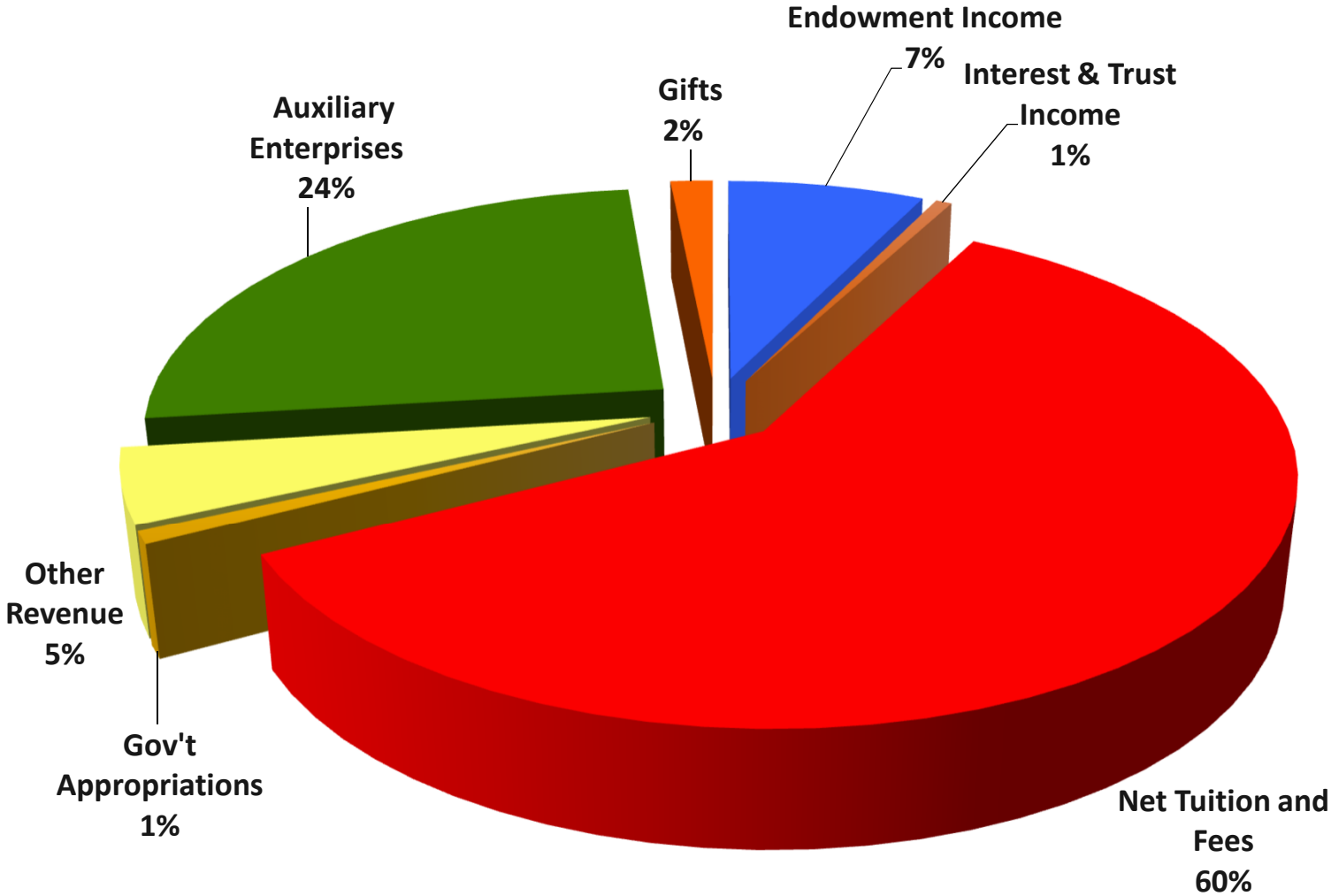
Capital Budgeting Process  
Messiah College  
December, 2016

# Introductions

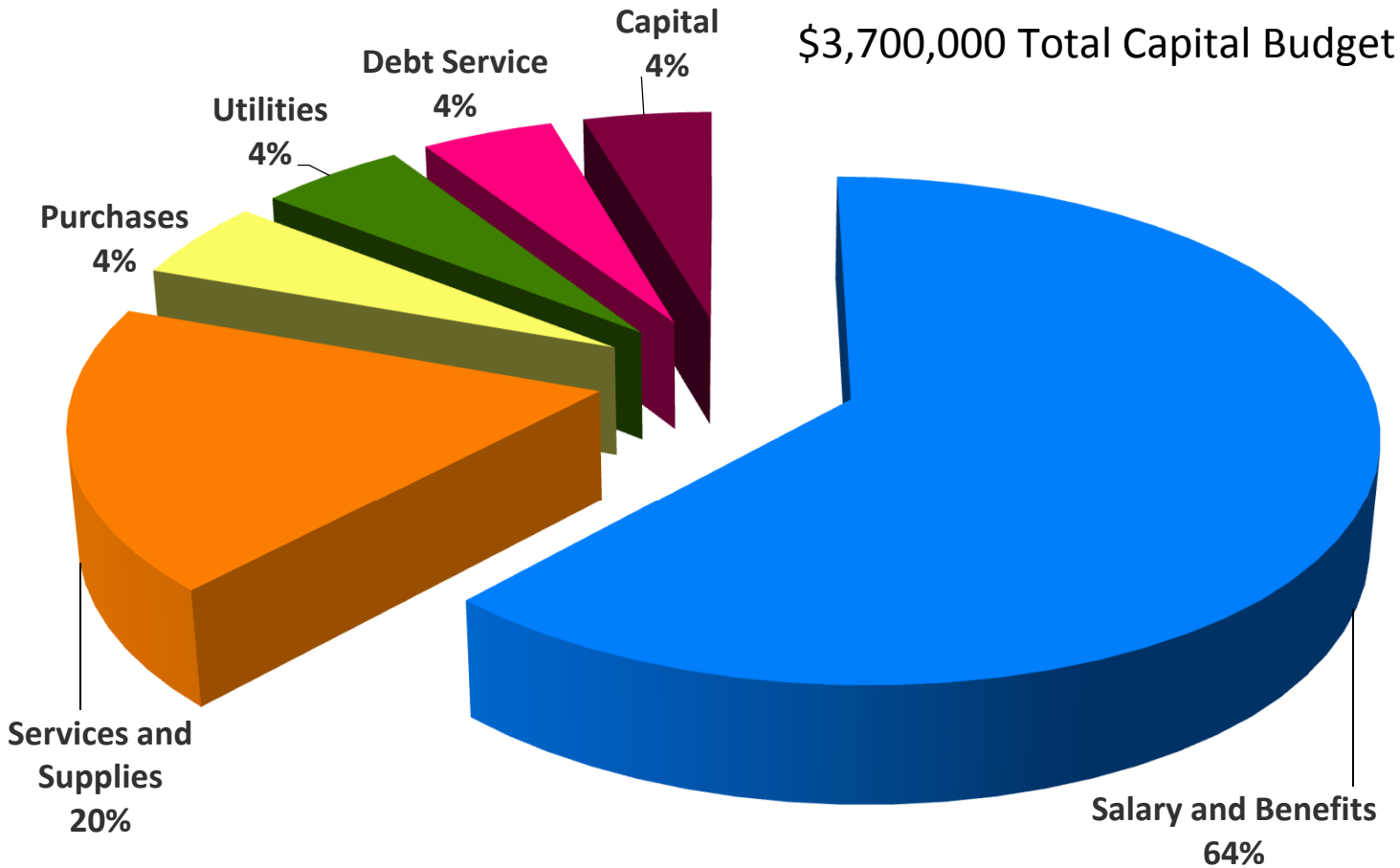
## Agenda

- Long Range Forecast – 1, 3 and 5 years
- Revenue and Expense Distribution
- Capital Components
- Guidance, Process and Prioritization
- Request form components
  - – input to approval
- Timeline

# Revenue



# Expense Distribution



# Capital Resources

- **Library - Acquisitions, hard copy and digital**
- **Academic Equipment**
- **Information Technology**
- **Deferred Maintenance**
- **Furniture**
  - **Residence Halls**
  - **Academic Spaces**
- **Annual Projects Budget – our current work**

# Guidance

- Capital Request Guidelines
  - Threshold >\$3,000
  - Bundling
- Addendum
- Additional Documents
  - Instructions
  - Planning Team Membership

# Process and Prioritization

1. Capital Request Entry form- Banner SS
2. Form is submitted and routed
3. Academic requests route to a Dean  
Dean approves – routes to Provost  
Dean denies
4. Nonacademic requests route to a VP
5. Provost and VP approved requests are assigned and routed to one of the three planning teams.
6. Planning Teams meet and prioritize
7. Planning Teams submit prioritized lists to Capital Coordination Committee

## Capital Request Form and Input Instructions Banner Self Service

- Organization and Completion Date
- Type of Request
- Request Description
- Justification
- Alignment with Strategic Initiatives
- Estimated Costs – **All Costs**
- Additional Questions
- Additional Information



# Timeline

- December 1, 2016 Capital Request form Opens
- January 31, 2017 Capital Request form Closes
- February 13, 2017 Cap Coordination Comm meets
- March 20, 2017 Cap Coordination Comm meets
- February/March Planning Committees meeting
  - Provost's, Operations, IT
- April 3, 2017 Cap Coordination Comm meets
- April 13, 2017 College Council
- May 5, 2017 Board of Trustees
- June, 2017 Notifications sent to requesters

## Two Important Clarifications

- **Cost Estimates**
  - Purchase
  - Service contracts; insurance
- **Capital Request Guidelines with Addendum – goods on campus by June 30**

## Documents and Assistance

- Documents can be found:
  - Office and Department Directory on MCSquare
    - Finance and Planning Division
      - Budget
        - Budget Tools
  - Jill Hans – [jhans@messiah.edu](mailto:jhans@messiah.edu)
  - Extension 2752