This document contains important information regarding the 2017–2018 budget process, including due dates and procedures for submitting requests. Balancing our strategic goals with available resources in this era of market volatility, economic uncertainty and tuition sensitivity continues to prove challenging to the budget process. Our primary focus is to protect the quality of Hamilton's programs and services, keep tuition increases to a minimum, provide need-blind financial aid, support employees and continue to invest in and maintain the physical plant in support of our programs.

There are always tradeoffs in determining how best to deploy resources, and we work collaboratively with constituents across campus to make the best decisions for Hamilton. We will continue to look for opportunities to work more efficiently, reduce costs, and eliminate non-essential expenses.

We ask that you carefully monitor expenditures including supplies, travel costs, and meals. Any unavoidable incremental expense or equipment requests must be accompanied by justification. The budget tool can be helpful in your planning. By comparing past and current year expenditures to budget requests, you may become aware of opportunities for reductions. During this process it is also important to consider any endowment or current restricted funding that may be available to help relieve budgetary pressures.

If you have questions about using the budget tool or would like help in using it more effectively, please contact Sue Stetson at extension 4603.

We appreciate the teamwork that goes into developing a responsible financial plan for Hamilton and look forward to working together during the 2017-2018 budget process.

Sincerely,

Shari Whiting
Procedure for Operating Budget Requests

All departmental budget requests are to be completed online by November 4, 2016. The security access to the budget accounts on the My Hamilton web page is the same as that used for the online Budget Information tool. If you have authorized a proxy to view some or all of your departmental budget lines, the proxy will have read/write access to those same non-salary lines on the Budget Request screen. If you need help entering your budget requests, please contact Sue Stetson at extension 4603.

After November 4, 2016 the security access to the Budget Request screen will be changed from read/write to read-only for all department heads and proxies. Only senior staff will have read/write access to make any final changes to the departmental budgets they oversee. If you wish to provide additional information to accompany your budget requests, please do so under separate cover to your senior manager, with a copy to the Controller's office.

Procedure for Capital Items

Use the pdf forms (see descriptions to the right) available on the My Hamilton Budget Center menu to request funding for capital items with a cost of $500 or more. **All requests for capital items must be reviewed and signed by the Senior Officer for your department and submitted to the Controller’s office by February 6, 2017.** Please note that this deadline is later than the deadline for operating budget requests to give you more time to obtain an accurate estimate of costs.

Instructions

1. Log in to your My Hamilton home page.
2. Under the tools tab, click on Budget Center Home, then click on Budget Requests.
3. Your non-salary budget accounts will appear along with prior budget year totals (clickable for detail view).
4. Enter the total dollar amount of the request or % change from the 2017 Budget next to each line item.
5. Click on **Save Changes** at the end of each session.

<table>
<thead>
<tr>
<th>Object</th>
<th>2017 Budgeted</th>
<th>2018 Request</th>
<th>Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Help (4009)</td>
<td>$3,730.00</td>
<td>3830.00</td>
<td>2.7 %</td>
</tr>
<tr>
<td>Office Supplies (4101)</td>
<td>$1,500.00</td>
<td>1400.00</td>
<td>-6.7 %</td>
</tr>
</tbody>
</table>