

**W**

UNIVERSITY  
OF  
WASHINGTON

DEPARTMENT OF  
LANDSCAPE  
ARCHITECTURE

348 GOULD HALL  
BOX 355734  
SEATTLE, WA 98195-5734

COLLEGE OF  
BUILT  
ENVIRONMENTS

June 12, 2023

Dean Renée Cheng  
Assistant Dean Rachel Ward  
College of Built Environments  
University of Washington

**RE: Annual budget information request**


Dear Dean Cheng and Assistant Dean Ward,

The College Council is working to close out the academic year. Following up on our memo to Assistant Dean Rachel Ward on March 10, 2023, we are sending you the attached annual budget information request. The document has been developed by our budget subcommittee to facilitate the annual review of the CBE budget.

In the past, the Council has struggled with the lack of sufficient information and limited time to provide a thorough review of the College budget. We hope this document will provide a roadmap for making the annual review process more productive and meaningful. The document includes key questions we want to be able to answer each fiscal year (FY) and a timeline for the requested data. The questions are an additional guide to identify the data needed for coordination and to advise on budgets and compensation.

Please reach out if there are any questions. We look forward to our collaboration. Thank you.

Sincerely yours,



Jeffrey Hou, Ph.D., ASLA  
Professor

On behalf of the College Council: Jeffrey Hou (Chair), Jan Whittington (Chair-elect), Kimo Griggs, Louisa Iarocci, Yong-Woo Kim, Rebecca J Walter

**CBE Annual Budget Information Request**  
College Council, College of Built Environments  
June 6, 2005

**Key questions we want to be able to answer each fiscal year (FY) (see timeline below for requested data; the questions are an additional guide to identify the data needed for coordination and to advise on budgets and compensation):**

- 1) What is the immediate and long-term financial health of the college and its respective units?**
- 2) How are the funds earned from and coming through the college redistributed to the units this year?**
  - a. justification of the current ABB split between CBE and departments
  - b. justification for the increase in college portion and expense increase by Dean's Office over the last several years
  - c. share any anticipated adjustments to ABB per SCH based on University changes
- 3) What is the state of revenues and expenditures from last FY?**
  - a. Need by category of revenue by source and by unit**
    - i. ENDOWMENT INCOME
    - ii. SUPPLIES/MATLS/SERVICE
    - iii. DEDICATED STUDENT FEES
    - iv. INSTITUTIONAL OVERHEAD
    - v. PRIVATE CONTR.& GRANTS
    - vi. LOCAL GOV-CONTR/GRANTS
    - vii. GIFTS TRANSFERS-IN
    - viii. OTHER REVENUE
    - ix. SALES OF SERV – PROPRI
  - b. Need by category of expenditure by unit per faculty, staff, and other encumbrances**
    - i. SALARIES AND WAGES
      1. INSTR/RES FACULTY
      2. SAL AUX TEACHING STAFF
      3. SAL GRAD SCH STD
      4. TEACH SAL GRAD STD
      5. NON-TEACH SAL CLASS (HEPB)
    - ii. STAFF SAL PROFESSIONAL
    - iii. STAFF SAL HRLY, EXCES PAY, OVERTIME
    - iv. FELLOWS AND TRAINEES

- v. CONTRACT PERS.SERVICES
- vi. OTHER CONTRACTUAL SERV
- vii. TRAVEL
- viii. SUPPLIES AND MATERIALS EQUIPMENT
- ix. RETIREMENT & BENEFITS
- x. GRANTS & SUBSIDIES

- 4) **What is the carryover from the previous year (and the trend in carryover, revenue, and expenditures, for the last 5 years)?**
- 5) **What are projected revenue and expenditures in the coming FY / Biennium?**
- 6) **When allocation formulas are revised, what is the impact on the departments? Please compare the old/current and new/proposed formulas.**
- 7) **What aggregate measures from this total set of data are going to be important for the following conversations over the year at College and Department/Dean's Office?**
  - a. Big picture: what revenue is coming and what is going out (before and after Dean redistribution) (last FY, current FY, and next FY)
  - b. How our revenue and expenditure (for each unit and the College as a whole) are increasing or decreasing (before and after Dean redistribution) (last FY, current FY, and next FY)
  - c. How many more faculty, staff, and students do we have (last FY, current FY, and next FY)
  - d. The new hires and administrative appointments approved in the last and current FY and/or planned for the new FY

### **Timeline for sharing budget information with the College Council**

#### **September:**

- report previous 5 years of budget and employment information
- BI Portal: Request for expanded access to BI portal for EFC:
  - Budget summary by OrgCode
  - Paid FTE by funding source
  - <https://edw.washington.edu/Reports/report/Financial/Budget%20Summary%20by%20OrgCode>
  - <https://edw.washington.edu/Reports/report/Financial/Paid%20FTE%20by%20Funding%20Source>
  - Note: already accessible: Students enrolled, degrees granted, ABB DOF calculator
- report on execution of previous FY budget: financial reconciliation proposed vs executed with a narrative explaining main differences

- report on hiring plans (breakdown of proposed hires, successful hires, and proposed hires for the coming year) per unit by FTE and cost per annum over time
- report on capital projects (above \$25,000)
- report any changes in the breakdown of ABB per SCH between CBE and units
- plan and process (with timeline and milestones) for merit distributions and unit adjustments (with data from peer salary comparisons) as reported by units and revised/augmented by the Dean's office
- Summer course revenue distribution
- ICR distribution

**December:**

- proposed budget
- draft fiscal vitality report

**Early January:**

- share enrollment from the last 5 years and projection for the current and coming year from each program/department, including BE courses
- <https://www.washington.edu/opb/uw-budget/activity-based-budgeting/data-and-tools-for-abb-tuition-revenue-and-distribution-calculations/>