



Wayne College
Office of the Dean
1901 Smucker Road
Orrville, OH 44667

TO: Wayne College Account Managers
FROM: Jack Kristofco
DATE: September 25, 2007
SUBJECT: 2008-2009 Budget Development

With this note you are receiving the worksheets for the 2008-2009 budget development process. The College's new strategic plan will be the focal point for new initiatives and programs, so please refer to it as you develop the budget proposal for next year.

As we began last year, your budget proposal goes to your supervisor. In that way, the individual proposals will come via Paulette, Gordon, and Tami to the Administrative Team where they will be discussed and developed into the College-wide budget proposal. Before that budget goes forward to Akron, there will be feedback to the individual budget managers so that you will know what is being proposed in your individual area.

Ask questions – work with your supervisor as you develop your budget request. We want to make sure that the budget touches all the bases as we build it. This will also allow for individual requests to be brought together so that they can be reviewed in the College-wide context (comparisons that will lead to prioritization).

Thanks in advance for your time and attention given to this important process. I look forward to Wayne College once again submitting a sound, balanced budget that allows us to continue to meet the needs of our students and the communities we serve.