**Budget/Finance Planning Process Script**

1. Introduction
   1. \*Music\*
   2. “You know, I’ve always wanted to know more about the Universities Budget and Financial Planning Process.”
   3. “That’s crazy! I was just talking to the Vice Chancellor of Administrative Affairs about to become more engaged in that process!”
   4. “No way! That’s awesome! Let’s go see if we can learn more.”
2. Budget Manager Program and Meetings Slide
   1. “Hello everyone, we are here to discuss how to engage in the Budget and Financial Planning Process.”
   2. “The first subject is Budget Manager Program and Meetings.”
   3. “First off, we have to remember the campus community can monitor fiscal activities through the Whitewater webpage.”
   4. “But for a deeper engagement, you can attend our monthly budget manager meetings.”
   5. “There are usually 25 attendees, including: Deans, Assistant Deans, Budget Managers, and more.”
   6. “If you would like to be invited or involved, send a message to this email”
3. Policy and Procedure Slide
   1. “The best way to understand the budget and financial process is to review the fiscal practice directive and procedure. Which can be found on the University website.”
4. Great Idea Slide
   1. “If you have a great idea, you can submit it for funding.”
   2. “The University developed a funding charter program.”
   3. “Funding Charters are a strategic way to funnel dollars to initiatives that benefit students and the campus as a whole.”
5. Attend a Meeting Slide
   1. “One way to learn more about the Budget and Financial Planning, is to invite a finance or budget person to your meetings.”
   2. “This way if you are reviewing new programs or activities, you have the eyes and ears of a professional to help avoid pitfalls, and potentially improve return on investment.”
   3. “You can also attend a campus business representatives meeting. They provide a liaison role with financial services to facilitate operations, training, and access to financial systems.”
6. Ending Slide
   1. “Wow! I feel like a learned a lot!”
   2. “Me too! One thing I found out was that you can engage in the process improvement advisory team, or cost saving efforts, to help be part of solutions, and contribute to the budget and financial health of the University.”
   3. “Well I know if I have questions I can email the Vice Chancellor of Administrative Affairs.”
   4. “Along with review information on the UW-Whitewater website.”
   5. “That is all very great. Now let’s get back to enjoying this beautiful day!”