The West Chester University Budget Review Committee is responsible for reviewing the University’s preliminary annual budget and making recommendations to the President for revisions to the budget prior to finalization. The preliminary annual budget is prepared by the University’s Cabinet based on anticipated revenues and expenditure. However, the Budget Review Committee may recommend changes to the preliminary budget, including additional budget items or the elimination of items that reflect input solicited from campus. Changes must be accompanied by a rationale and be within the limits of the estimated revenues for the fiscal year.

The charge of the West Chester University Budget Review Committee is as follow:

- Establish a process for prioritizing recommendations for new funding/reductions or reallocations of funds.
- Participate in activities to build a working knowledge of the University and State System budget and budgeting processes, including awareness of University fiscal conditions, constraints, and opportunities.
- Review all new block grant funding/reductions submitted to the Committee by the President and Cabinet.
- Present recommendations to the President regarding new block grant funding/reductions (the charge of the Committee is to make recommendations regarding the allocation of University funds)
- Committee members are expected to share information with their constituencies regarding the Committee’s process and outcomes, and solicit input that will inform their recommendations.
- Committee recommendations for new or expanded initiatives will need to be accompanied by a cost estimate and an identified source of funding before they are forwarded to the appropriate Vice President who will present to the Cabinet and President for consideration.
- Budget Review Committee Chairpersons have the authority to appoint necessary key positions within the Committee, such as a secretary to keep minutes and subcommittee chairpersons.

This initial charge to the Budget Review Committee may be modified by the President as experience is gained and it becomes apparent that additions, deletions, or greater definitions are needed to allow the Committee to fulfill its role in advising the President on matters of the budget.