

# FY 10 & 11 Operating and Capital Budget Calendar

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Date	FY 2010 Forecasting Activity	FY 2011 Budgeting Activity
September 2009	<ul style="list-style-type: none"> <li>FY 2010 budget data available in Banner</li> </ul>	<ul style="list-style-type: none"> <li>Performance planning begins.</li> </ul>
September – October 2009		<ul style="list-style-type: none"> <li>Forms and instructions for capital funding requests for FY 2011, FY 2012, FY 2013 distributed by the Administration portfolio.</li> <li>Requests are due back to Administration from Portfolios – refer to memo/timeline on the Capital Planning Process from the VP of Administration.</li> </ul>
November 2009		<ul style="list-style-type: none"> <li>Administration portfolio review FY 2011, FY 2012, FY 2013 of capital funding requests to evaluate cost estimates and timing.</li> </ul>
October/November/December 2009		<ul style="list-style-type: none"> <li>Undergraduate Enrollment Planning, Summer Planning and the Cost of Attendance Committees present all inclusive FY 2011 program proposals and pricing recommendations with revenue projections to the President (including tuition, housing and food, Student Life activities and health fees, laptop, telecommunication rates.)</li> </ul>
October 6, 2009	<ul style="list-style-type: none"> <li>Data from Banner, ERD, and Warehouse available for first quarter update.</li> </ul>	
October 9, 2009	<ul style="list-style-type: none"> <li>The Forecast Access Model for first quarter forecasting is open.</li> <li>Requests are distributed for capital budget project updates.</li> </ul>	
October 26, 2009	<ul style="list-style-type: none"> <li>First quarter forecasts are due from portfolio owners, the access model is closed.</li> <li>Capital budget project updates due to Budget Office – earlier deadlines will be required from Administration.</li> </ul>	
November 2, 2009		<ul style="list-style-type: none"> <li>Requests from the Budget Office for initial input on FY 2011 -FY 2015 revenue and Institute Wide expense projections are distributed:                             <ul style="list-style-type: none"> <li>confirmation of enrollments used by the Undergraduate Enrollment Planning, and Cost of Attendance Committees who recommend pricing on all student related</li> </ul> </li> </ul>

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<b>Date</b>	<b>FY 2010 Forecasting Activity</b>	<b>FY 2011 Budgeting Activity</b>
		revenues - gift projections from the VP for Advancement - confirmation of the five year research model from the VP for Research - update on endowment projections from the Treasurer/Chief Investment Officer. - Technology Park income projections from the Director of the Park - EMPAC projections from the Director - ECAV projections from the AD - additional revenue proposals, telecomm rates - utilities, debt service other Institute and not portfolio specific expenses - Compensation projections FY11 – FY15 developed by Human resources.
November/December 2009		<ul style="list-style-type: none"> <li>• Administration holds one on one meetings with individual Portfolios to more fully develop and understand priorities, schedule and costs for capital requests.</li> <li>• Meetings with key revenue producers to validate assumptions – Provost, VP Advancement, VP Research, EMPAC Director, Athletics Director, Technology Park Director, Treasurer/ Chief Investment Officer.</li> <li>• Meeting with VP of HR to review compensation</li> </ul>
November 5, 2009		<ul style="list-style-type: none"> <li>• Draft performance plans are complete.</li> <li>• All staff position discussions will continue through the vacancy/attrition management process. However, for budget planning for all anticipated positions - please use the attached form for all position requests.</li> <li>• Faculty positions requests need to be made through the Provost Office.</li> </ul>
<b>November 6, 2009</b>	<ul style="list-style-type: none"> <li>• <b>First quarter forecast and internal financial</b></li> </ul>	<ul style="list-style-type: none"> <li>• <b>Work begins on five-year financial model and</b></li> </ul>

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<b>Date</b>	<b>FY 2010 Forecasting Activity</b>	<b>FY 2011 Budgeting Activity</b>
November 13, 2009	statements presented to the VP for Finance & CFO.	<p><b>updated recommendations for FY 2011 budget parameters.</b></p> <ul style="list-style-type: none"> <li>• Initial input on FY 2011 FY2015 revenue and Institute Wide expense projections are due:                             <ul style="list-style-type: none"> <li>- confirmation of enrollments used by the Undergraduate Enrollment Planning, and Cost of Attendance Committees who recommend pricing on all student related revenues</li> <li>- gift projections from the VP for Advancement</li> <li>- confirmation of the five year research model from the VP for Research</li> <li>- update on endowment projections from the Treasurer/Chief Investment Officer.</li> <li>- Technology Park income projections from the Director of the Park</li> <li>- EMPAC projections from the Director</li> <li>- ECAV projections from the AD</li> <li>- additional revenue proposals, telecomm rates</li> <li>- utilities, debt service other Institute and not portfolio specific expenses</li> <li>- Compensation projections FY11 – FY15 developed by Human resources.</li> </ul> </li> </ul>
November 9 – 13, 2009	<ul style="list-style-type: none"> <li>• <b>VP Finance &amp; CFO reviews current year forecast and internal financial statements with the President</b></li> </ul>	
November 25, 2009 – December 7, 2009		<ul style="list-style-type: none"> <li>• <b>Preliminary five-year financial model and FY 2011 budget parameters reviewed with the VP of Finance and CFO, including preliminary revenue and institute wide expenses.</b></li> </ul>
November 30, 2009		<ul style="list-style-type: none"> <li>• Final performance plans due to the Office of the President.</li> </ul>
<b>December 3-5, 2009</b>	<ul style="list-style-type: none"> <li>• <b>Board of Trustees meeting.</b></li> </ul>	<ul style="list-style-type: none"> <li>• <b>Board of Trustees meeting.</b></li> </ul>

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<b>Date</b>	<b>FY 2010 Forecasting Activity</b>	<b>FY 2011 Budgeting Activity</b>
December 8, 2009		<ul style="list-style-type: none"> <li>• Final FY 2011- FY2015 revenue and institute wide expense budget projections developed by portfolios (utilities, debt service, telecomm) are finalized.</li> <li>• Final FY 2011 – FY2015 compensation projections by Human resources presented to the VP for Finance and VP for HR.</li> <li>• Present to VP of Finance &amp; CFO final revenue and institute wide expense projections used for budget parameter development and five-year modeling.</li> <li>• Present five-year model with final recommendations on budget parameters for FY 2010 to VP of Finance &amp; CFO.</li> </ul>
<b>December 10, 2009</b>		<ul style="list-style-type: none"> <li>• <b>VP Finance &amp; CFO reviews Prelim FY 2011 budget parameters and five year model with the President.</b></li> </ul>
<b>December 16, 2009</b>		<ul style="list-style-type: none"> <li>• <b>Five-year model presented to the President with final recommendations on budget parameters for FY 2011.</b></li> </ul>
<b>December 21, 2009</b>		<ul style="list-style-type: none"> <li>• <b>FY 2011 budget instructions and target budgets issued.</b></li> <li>• <b>Budget access model opened.</b></li> </ul>
January 4, 2010 -January 29, 2010		<ul style="list-style-type: none"> <li>• Administration formalizes capital funding requests.</li> <li>• One last review of FY 2011 revenue and Institute Wide expense assumptions by the Budget Office. Need for updates will be communicated to Portfolios responsible for the revenues and expenses.</li> </ul>
January 7, 2010	<ul style="list-style-type: none"> <li>• Data from Banner, ERD, and Warehouse available for second quarter update.</li> </ul>	
<b>January 15, 2010</b>	.	<ul style="list-style-type: none"> <li>• <b>FY 2011 zero based <u>budgets</u> and <u>presentations</u> prepared for the budget reviews are to be submitted to the President’s Office, Provost (if academic area), and Finance.</b></li> </ul>

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<b>Date</b>	<b>FY 2010 Forecasting Activity</b>	<b>FY 2011 Budgeting Activity</b>
January 15– February 12, 2010		<ul style="list-style-type: none"> <li>• Finance to validate proposed capital funding sources. Administration and Finance to jointly compile and prepare formal capital budget request for review by the President.</li> <li>• VP of Finance &amp; CFO and VP Administration review final Capital Budget.</li> </ul>
<b>January 18-19, 2010</b>	<ul style="list-style-type: none"> <li>• <b>Second quarter forecast requests distributed to portfolios from Finance (Access model will not be opened for second quarter).</b></li> <li>• <b>Requests are distributed for capital budget project updates.</b></li> </ul>	<ul style="list-style-type: none"> <li>• <b>Budget Office review of FY 2011 budget submission and presentation – need availability for questions.</b></li> </ul>
<b>January 19,20 21, 22, 2010</b>		<ul style="list-style-type: none"> <li>• <b>Portfolio Budget Reviews - Cabinet</b></li> </ul>
January 25, 2010	<ul style="list-style-type: none"> <li>• Responses on second quarter forecast requests due to Finance from portfolios.</li> <li>• Capital budget project updates due to Budget Office – earlier deadlines will be required from Administration.</li> </ul>	
<b>January 29, 2010</b>	<ul style="list-style-type: none"> <li>• <b>Second quarter forecast and internal financial statements presented to the VP for Finance &amp; CFO</b></li> </ul>	<ul style="list-style-type: none"> <li>• <b>Five-year financial modeling/FY 2011 budget completed and provided to the VP for Finance &amp; CFO.</b></li> </ul>
<b>February 5, 2009</b>		<ul style="list-style-type: none"> <li>• <b>Draft of budget narrative and presentation completed and presented to the VP of Finance &amp; CFO.</b></li> </ul>
<b>February 5 –11, 2010</b>	<b>VP Finance and CFO reviews current year forecast and internal financial statements with the President</b>	<ul style="list-style-type: none"> <li>• <b>Resource allocation and overall prioritization completed.</b></li> <li>• <b>Draft of budget narrative and presentation completed and presented to the President for discussion and finalization with the VP of Finance &amp; CFO.</b></li> </ul>
<b>February 16, 2010</b>	<ul style="list-style-type: none"> <li>• <b>Board Material due to President’s Office.</b></li> </ul>	<ul style="list-style-type: none"> <li>• <b>FY 2011 Budget Narrative due to President’s Office for mailing to the Board of Trustees</b></li> </ul>
<b>February 25-February 27, 2010</b>		<ul style="list-style-type: none"> <li>• <b>Board of Trustees meeting. FY 2011 budget presented to the Board.</b></li> </ul>
March 2010		<ul style="list-style-type: none"> <li>• <b>FY 2011 approved operating and capital budget allocations communicated to portfolio owners.</b></li> </ul>

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Spring 2010		<ul style="list-style-type: none"> <li>• Performance appraisal process directed by HR</li> <li>• FY 2011 non-salary budgets to be loaded into the financial system.</li> </ul>
April 6, 2010	<ul style="list-style-type: none"> <li>• Data from Banner, ERD, and Warehouse available for third quarter update.</li> </ul>	
April 9, 2010	<ul style="list-style-type: none"> <li>• The forecast access model for third quarter forecasting is open.</li> <li>• Requests are distributed for capital budget project updates.</li> </ul>	
April 23, 2010	<ul style="list-style-type: none"> <li>• Third quarter forecasts are due from portfolios.</li> <li>• Capital budget project updates due to Budget Office – earlier deadlines will be required from Administration.</li> </ul>	
April 30, 2010	<ul style="list-style-type: none"> <li>• Third quarter forecast and internal financial statements presented to the VP for Finance &amp; CFO. Five-year financial model (updated for forecast data only) presented to the VP for Finance &amp; CFO.</li> </ul>	
<b>May 7 - 14, 2010</b>	<ul style="list-style-type: none"> <li>• <b>VP Finance &amp; CFO reviews current year forecast and internal financial statements with the President</b></li> <li>• <b>Board Material for mailing due to President's Office.</b></li> </ul>	
<b>May 27 – 29, 2010</b>	<ul style="list-style-type: none"> <li>• <b>Board of Trustees meeting.</b></li> </ul>	<ul style="list-style-type: none"> <li>• <b>Board of Trustees meeting.</b></li> </ul>
Summer 2010	<ul style="list-style-type: none"> <li>• Year-end closing. Separate calendar to be sent.</li> </ul>	<ul style="list-style-type: none"> <li>• FY 2011 position budget finalized during the performance approval process/to be entered into the model and then into the Banner financial system.</li> </ul>