

FY 18 & 19 Operating and Capital Budget Calendar

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Date	FY 2018 Forecasting Activity	FY 2019 Budgeting Activity
<i>August 1, 2017</i>	<ul style="list-style-type: none"> Run faculty salary report in data warehouse to validate base salary correct – notify Provost Office of discrepancies (<i>this is different than the Payroll report</i>) 	
September 2017	<ul style="list-style-type: none"> FY 2018 budget data available in Banner 	<ul style="list-style-type: none"> Performance planning begins.
<i>September 1, 2017</i>	<ul style="list-style-type: none"> 1st run of GFA exception report (Fall) due to the Provost Office Business Manager handling Grad Ed, run on the 1st and 15th until end of the term. 	
<i>September 22, 2017</i>	<ul style="list-style-type: none"> Startup funding FTRs due on or before this date for current FY 	
October 2017		<ul style="list-style-type: none"> Forms and instructions for <u>capital funding requests</u> for FY 2019, FY 2020 FY 2021 distributed by the Administration portfolio. Requests are due back to Administration from Portfolios – refer to memo/timeline on the Capital Planning Process from the VP of Administration. Meeting with VP of HR to review compensation and benefits.
November/December 2017		<ul style="list-style-type: none"> Administration portfolio review FY 2018, FY 2019, FY 2020 of capital funding requests to evaluate cost estimates and timing. Meetings with key revenue producers to validate assumptions – Provost, VP Advancement, VP Research, EMPAC Director, Athletics Director, Technology Park Director.
Oct/Nov/Dec 2017		<ul style="list-style-type: none"> Undergraduate Enrollment Planning, Summer Planning and the Cost of Attendance Committees met to prepare FY 2019 program proposals and pricing recommendations with revenue projections to the President (including tuition, housing and food, Student Life activities and health fees, laptop)
October 10, 2017	<ul style="list-style-type: none"> Data from Banner, ERD, and Warehouse available for first quarter update. 	
October 12, 2017	<ul style="list-style-type: none"> The Forecast Access Model for first quarter forecasting is open. Requests are distributed for capital budget project updates. 	
October 26, 2017	<ul style="list-style-type: none"> First quarter forecasts are due from portfolio owners, the access model is closed. 	<ul style="list-style-type: none"> Requests from the Budget Office for initial input on FY 2019 -FY 2023 revenue and Institute Wide

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	<ul style="list-style-type: none"> Capital budget project updates due to Budget Office – earlier deadlines will be required from Administration. 	<p>expense projections are distributed:</p> <ul style="list-style-type: none"> - confirmation of enrollments used by the Undergraduate Enrollment Planning, and Cost of Attendance Committees who recommend pricing on all student related revenues - gift projections from the VP for Advancement - confirmation of the five year research model from the VP for Research - Endowment spending formula projections from Controller’s Office. - Technology Park income projections from the Director of the Park - Utilities, debt service other Institute and not portfolio specific expenses - Compensation and benefit projections FY19 – FY23 developed by Human resources. <p>Work begins on five-year financial model and updated recommendations for FY 2019 budget parameters</p>
November 20, 2017		<ul style="list-style-type: none"> Performance plans are complete and submitted to President’s Office. Faculty positions requests submitted to the Provost Office.
Week of Nov 20 – Nov 22	<ul style="list-style-type: none"> VP Finance & CFO reviews current year forecast and internal financial statements with the President 	<ul style="list-style-type: none"> Preliminary Five-year model presented to the President with initial recommendations on budget parameters for FY 2018.
November 20, 2017		<ul style="list-style-type: none"> Input on FY 2019 - FY 2023 revenue and Institute Wide expense projections are due: <ul style="list-style-type: none"> o confirmation of enrollments used by the Undergraduate Enrollment Planning, and Cost of Attendance Committees who recommend pricing on all student related revenues o gift projections from the VP for Advancement o confirmation of the five year research model from the VP for Research o update on endowment projections from the

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Date	FY 2018 Forecasting Activity	FY 2019 Budgeting Activity
		Treasurer function <ul style="list-style-type: none"> ○ Technology Park income projections from the Director of the Park ○ EMPAC projections from the Director ○ additional revenue proposals ○ utilities, debt service other Institute and not portfolio specific expenses <ul style="list-style-type: none"> ● Compensation and benefit projections FY18 – FY19 developed by Human resources
Nov 27, 2017		<ul style="list-style-type: none"> ● Undergrad and Grad Cost of Attendance Meeting with President. First draft of COA memo presented to President with initial recommendations on tuition, financial aid and enrollment projections
December 8, 2017		<ul style="list-style-type: none"> ● Budget access model opened.
December 22, 2017		<ul style="list-style-type: none"> ● FY 2018 budget instructions and target budgets issued.
January 2, 2018 - January 31, 2018		<ul style="list-style-type: none"> ● Administration formalizes capital funding requests. ● Finance to validate proposed capital funding sources. Administration and Finance to jointly compile and prepare formal capital budget request for review by the President. ● VP of Finance & CFO and VP Administration review final Capital Budget, review with the President. ● One last review of FY 2019 revenue and Institute Wide expense assumptions by the Budget Office. Need for updates will be communicated to Portfolios responsible for the revenues and expenses.
January 11, 2018	<ul style="list-style-type: none"> ● Data from Banner, ERD, and Warehouse available for second quarter update. ● Second quarter forecast requests distributed to portfolios from Finance (Access model will not be opened for second quarter). ● Requests are distributed for capital budget project updates. 	
<i>January 15, 2018</i>		<ul style="list-style-type: none"> ● <i>Request for Constellation research funds due to Provost.</i>
January 19, 2018	<ul style="list-style-type: none"> ● Responses on second quarter forecast requests due to Finance from portfolios. 	

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	<ul style="list-style-type: none"> Capital budget project updates due to Budget Office – earlier deadlines will be required from Administration. 	
January 22-26, 2018		<ul style="list-style-type: none"> Budget Office review of FY 2019 budget submission and presentation – need availability for questions.
January 29, 31, Feb 1, 2	<ul style="list-style-type: none"> Second quarter forecast and internal financial statements presented to the VP for Finance & CFO 	<ul style="list-style-type: none"> Portfolio Budget Reviews – Cabinet Five-year financial modeling/FY 2018 budget completed and provided to the VP for Finance & CFO.
Week of Jan 29-Feb 2	<ul style="list-style-type: none"> VP Finance and CFO reviews current year forecast and internal financial statements with the President 	<ul style="list-style-type: none"> Draft of budget narrative and presentation completed and presented to the VP of Finance & CFO.
<i>February 1, 2018</i>		<ul style="list-style-type: none"> <i>Fiscal year 2019 Gap request due to the Provost Office</i> <i>Request for modified teaching schedule for summer 2018 – academic year 2018-19 due to the Provost Office</i>
Week of Feb 5 - 9		<ul style="list-style-type: none"> Resource allocation and overall prioritization completed. Draft budget narrative and presentation completed & presented to the President for discussion and finalization with VP of Finance & CFO.
<i>February 16, 2018</i>		<ul style="list-style-type: none"> <i>Run faculty activity report, export to Excel, highlight all variances from policy, and provide explanation – feed gap analysis (faculty workload analysis)</i>
Week of Feb 12 – Feb 16		<ul style="list-style-type: none"> Final draft of budget narrative and presentation completed and presented to the President
Feb 28 – Mar 3, 2018		<ul style="list-style-type: none"> Board of Trustees meeting. FY 2019 budget presented to the Board.
March/April 2018	<ul style="list-style-type: none"> Board of Trustees meeting. 	<ul style="list-style-type: none"> FY 2019 approved operating and capital budget allocations communicated to portfolio owners.
<i>March 31, 2018</i>	<ul style="list-style-type: none"> <i>Review designated fund balances and prepare requests for startup fund extensions and send to Lead Business Manager – Provost Office.</i> 	

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Spring 2018		<ul style="list-style-type: none"> • Performance appraisal process directed by HR • FY 2019 non-salary budgets to be loaded into the financial system.
<i>April 1, 2018</i>		<ul style="list-style-type: none"> • <i>Tenure/tenure track reappointments and Contingent faculty reappointments due to the Provost's Office.</i> • <i>Preliminary teaching assignments for Summer Arch 2018 due to the Provost's Office</i>
April 5, 2018	<ul style="list-style-type: none"> • Data from Banner, ERD, and Warehouse available for third quarter update. 	
April 6, 2018	<ul style="list-style-type: none"> • The forecast access model for third quarter forecasting is open. • Requests are distributed for capital budget project updates. 	
April 18, 2018	<ul style="list-style-type: none"> • Third quarter forecasts are due from portfolios. • Capital budget project updates due to Budget Office – earlier deadlines will be required from Administration. 	
<i>May 1, 2018</i>	<ul style="list-style-type: none"> • <i>Summer Supplemental Pay Forms due to the Provost's Office</i> 	
May 4, 2018	<ul style="list-style-type: none"> • Third quarter forecast and internal financial statements presented to the VP for Finance & CFO. Five-year financial model (updated for forecast data only) presented to the VP for Finance & CFO. 	
May 11, 2018	<ul style="list-style-type: none"> • VP Finance & CFO reviews current year forecast and internal financial statements with the President • Board Material for mailing due to President's Office. 	
May 17 - 19, 2017	<ul style="list-style-type: none"> • Board of Trustees meeting. 	<ul style="list-style-type: none"> • Board of Trustees meeting.
Summer 2018	<ul style="list-style-type: none"> • Year-end closing. Separate calendar to be sent. 	<ul style="list-style-type: none"> • FY 2019 position budget finalized during the performance approval process/to be entered into the model and then into the Banner financial system.