

FY 2021 UNIVERSITY
BUDGET CALENDAR

Table of Contents

FY2020 Forecast Timeline	Page 3
FY2021 Plannin g	Page 4
Budget Pressures, College Work	

FY2020 FORECAST TIMELINE:

August, 2019

- x All Departments report into Office of Budget Management any material changes to the FY2020 Budget for inclusion in the early September forecast.

October, 2019 Fall Forecast and January, 2020 Spring Forecast

- x Office of the Provost submits:
 - o Auxiliaries revenue & expense Forecast
 - o Adjunct Forecast
 - o Overage Forecast
 - o Special Programs Forecast
 - o Changes to any Other Sources income
 - o Updates to faculty hires

- x Office of Finance and Administration submits :
 - o Benefits Forecast
 - o Utilities & plant Forecast
 - o Changes to any other sources income
 - o Depreciation
 - o Post-retirement benefits
 - o Interest income and expense
 - o State appropriations
 - o FIN47
 - o Insurance
 - o Contributions (coordinated with Development)
 - o Net assets released, including auto release and scholarship committee estimates
 - o Student allowances and credit card fees budget
 - o All centr-1.5 -0.002 Tw 1.5 0 Td{002 (it4/LBody54 -0.0026 (anc)3 (es)2 (andC7ntr)6 (ib)-1 (

FY2021 PLANNING

July, 2019

- x Distribution of Operations committee Strategic Priorities listing to be used in development of the FY2021 budget

August, 2019

- x Office of Budget Management distributes the following to all Vice Presidents, Provost Office, and Business Representatives to initiate the FY2021 budget development process:
 - o University Budget Calendar
 - o Instructions for Budget Development Reports
- x Budget Committee agendas, subcommittee charters, and memberships are reviewed in preparation for Fall meetings

August 28, 2019

- x Budget Committee first meets to set the agendas for sub-committee meetings.

February 10, 2020 through February 28, 2020

- x The VPs, Deans and Budget Representatives process all budget reallocations - All reallocations must net to 0.
- x The President, Provost, and CFO meet with their direct reports to review, revise and approve their Annual Budget Reports.

February 28, 2020

- x All budget development reports are locked and no further changes to the FY2021 budget can be made.
- x Permanent budget changes cannot be made in the remainder of FY2020. Temporary budget changes will continue to be processed but permanent changes will be halted until after the July reconciliation period.

FY 2021 UNIVERSITY BUDGET DEVELOPMENT DELIVERABLES

The following data must be submitted to the Office of Budget Management by the following dates

August 12, 2019 through October 25, 2019

- x Provost Office:
 - o Summary of New faculty line requests report
 - o A detailed listing of any extraordinary items that should be included in the FY2021 budget

- x Finance and Administration and President's Office:
 - o A detailed listing of any extraordinary items that should be included in the FY2021 budget

September 23, 2019 through November 29, 2019

- x Office of the Provost develops list of all academic budget pressures and the following schedules:
 - o Auxiliaries revenue & expense budget, including estimates based on enrollment and room rate projections (Coordinated with Offices of Administration and Finance)
 - o Graduate assistantship and resident assistant tuition remission budgets (coordinated with the Office of Administration)
 - o Adjunct budget projections
 - o All contractual increases, including but not limited to ITS hardware and software
 - o Changes to any other sources income
 - o CWS budgets

- o Technology fee budget
 - o Overage budget
 - o Special programs adjustments using the special program template
 - o Reconciliation of the vacant faculty fund
 - o FY2021 faculty retirements
 - o A consolidated list of approved new program proformas
- x Office of Finance and Administration develops a list of their budget pressures, including:
- o Preliminary benefits budget
 - o Preliminary recommendation for FY2021 benefits chargeback rates
 - o Preliminary utilities & plant budget, including but not limited to utilities, cleaning, security, common charges, and fuels
 - o Changes to any other sources income
 - o Pre-approved proformas
 - o Depreciation estimate
 - o Estimated Post-retirement expense (credit)
 - o Interest income and expense
 - o State appropriations
 - o FIN47
 - o Insurance
 - o Contributions (coordinated with Development)
 - o Net assets released, including auto release, scholarship committee estimates, and long lived assets
 - o Student allowances and credit card fees budget
- x Office of the President develops a list of their budget pressures, including:
- o All contractual increases
 - o Changes to any other sources income
- x Law School develops a list of their budget pressures and their:
- o FY2021 Preliminary Enrollment projections
 - o FY2021 Preliminary Financial aid projection
 - o FY2021 Preliminary Dannat revenue and expenses budget

KEY DATES:

July, 2019

x

