

Budget Planning Schedule	
Institutional Schedule/Executive Team	Division/Unit Schedule/Index Managers
June June 30 th – end of fiscal year	June Monthly index reconciliation by the 15th
July Mid July - Banner closes Close the FY	July Monthly index reconciliation by the 20th
August Executive team review of last FY performance Budget priorities developed RPSP requests due Institutional budget guidelines developed Revenue planning assumptions developed Review strategic plan	August Monthly index reconciliation by the 15th Review/update strategic plan for units
September Capital planning monthly meeting Course fee reports ran and distributed to Chairs	September Monthly index reconciliation by the 15th Begin review of last FY performance- DBO sends last FY budget to index managers Begin aspirational conversations within divisions/programs/units Course fee adjustments for spring are due by the first week of September Review program/department strategic plans with administration
October Capital planning monthly meeting Internal review of new proposals Categorization of Reserves performed	October Monthly index reconciliation by the 15 th Division/program review of new proposals
November Capital planning monthly meeting Internal review of new proposals	November Monthly index reconciliation by the 15 th Division/program review of new proposals Ensure student fees are spent before the end of the semester
December Capital planning monthly meeting Internal review of new proposals Clear up any problems with current FY budgets Assess need for tuition or general fees increase Report of Legislative priorities	December Monthly index reconciliation by the 15th Clear up any problems with current FY departmental/program budgets Division/program review of new proposals
January Meet with divisions/programs/units to review strategic plans Internal prioritization of new proposals January 16 th - Legislative session begins	January Monthly index reconciliation by the 15th New staff hire requests and budget line items sent to managers
February New staff hires and budget line items reviewed for upcoming FY	February Monthly index reconciliation by the 15th

<p>February 9th - Tuition & Fee rates increases due to BLT February 15th - Legislative session ends</p>	<p>Course fee adjustment for summer/fall due by last week of February</p>
<p>March Faculty salary plans sent to DBO March 20th - last day to JV March 11th - Budget Planner opens New staff hires and budget line items approved for upcoming FY Budget guidelines issued</p>	<p>March Monthly index reconciliation by the 15th Develop and share unit/program budgets with index budget managers Finalize new program proposals DBO responds to faculty salary changes March 15th last day to JV</p>
<p>April April 19th - Budget Planner locks Finalize and distribute budget allocations for next FY Get LAB budget approval</p>	<p>April Monthly index reconciliation by the 15th Ensure student fees are spent before the end of the semester</p>
<p>May Faculty hiring plans for next FY budget due to provost (a year in advance) Submit BAR & budget for BOR & HED approval</p>	<p>May Monthly index reconciliation by the 15th Finalize unit/program budget requests (including new program proposals) Submit appropriated budget to the Budget Office May 31st remind all divisions/units of fiscal year closure</p>