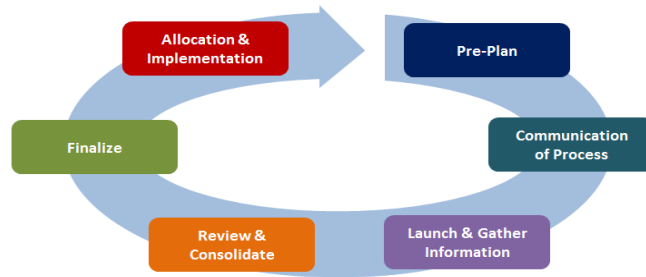


BUDGET DEVELOPMENT AND FINANCIAL PLANNING PROCESS FOR THE FISCAL YEAR 2019/2020

Time and Responsibility Schedule



Abbreviations:	Parties:
BFIC	Board of Trustee - Business, Finance and Investment Committee
BOT	Board of Trustees
DW	Daniel Wilson, MD, Ph.D. - President
GG	Gary Gugelchuk, Ph.D. - Provost
KS	Kevin Shaw - Chief Financial Officer/Treasurer
KJ	Katherine Jimenez MBA - Executive Director of Finance and Budget Administration
OBMPA	Office of Budget Management, Planning & Analysis
OHR	Office of Human Resources
UBAC	University Budget Advisory Committee

Pre-Plan			
August - September	<u>Target Date</u>		
	August 30	Plan and develop budget timelines, worksheets, and system flows.	KS/KJ
	September	Senior management team to discuss fiscal budget planning based upon Strategic, Infrastructural and Operational condition and plans.	DW/GG/KS
	September	Begin revenue projections for all sources of operating revenue. Apply various scenarios for tuition rate adjustments, projected enrollment, healthcare services, investment income, indirect cost recovery, unrestricted gifts, etc.	KS/KJ
	September 26 & 27	Budget session with designated University wide Budget Coordinators to communicate information on Budget Development Process, timelines, priority requests, instructions, etc.	KJ
September	Status meeting with President.	DW/KS	

Communication of Process			
October - November	<u>Target Date</u>		
	October	Meet with Deans and Operations Group (separate sessions) to discuss Budgetary Development Guidelines, and process for completing budget requests.	KS/KJ
	October	Joint meeting with Deans/Operations Group. Present priorities and plans. Discuss potential collaborative efforts and common priorities. Include Capital Projects Committee members to discuss status of the 2019/2020 fiscal capital budget planning process, discuss concerns, specific and significant Capital Planning issues and priorities. Emphasize transparency and collaboration.	DW/GG/KS/KJ
	October	Meet with University Budget Advisory Committee (UBAC) to discuss Budget Development Process, Timelines, Priority Requests, Instructions, etc.	UBAC/GG/KS/KJ
	October	Meet with Senior Management and President's Cabinet to discuss Budget Development Process status.	DW/GG/KS
	October	Status meeting with Board Business, Finance and Investment Committee to discuss the Budgetary Development Guidelines.	BFIC/KS
	November	Present 2019/2020 Budgetary Development Guidelines status report to the Board of Trustees.	BOT/KS
November 16	Budget Coordinators to complete budget request submissions in BudgetPak software system	OBMPA	

Launch & Gather Information			
December-January	<u>Target Date</u>		
	December	Submit all budgetary priority requests and information, etc. to the Senior Management Team categorized by Priority Pool.	KJ/OBMPA
	January	Meet with University Budget Advisory Committee to discuss Budget Development Process Status	UBAC/KS/KJ
January	Meet with Academic Senate and SGA Officers to discuss 2019/2020 Budget Development Process. Discuss priorities and various components of cost centers and related tuition adjustments. Discuss concerns, significant issues, and priorities. Emphasize transparency.	DW/KS	

Review & Consolidate			
February	<u>Target Date</u>		
	February	Senior Management Team to review and determine specific proposed budget funding for priority pools to Office of Budget Management, Planning and Analysis. Including possible transfer of funds among identified priority pools.	GG/KS/KJ
	February	Meet with Board Business, Finance and Investment Committee. Discuss 2019/2020 proposed budget.	KS
	February	Status meeting with President.	DW/KS
February	Kevin Shaw, Katherine Jimenez and Office of Budget Management, Planning, and Analysis to complete final proposed budget package to be presented to the President for presentation and proposal to the Board of Trustees.	DW/KS/KJ/OBMPA	

Finalize			
March	March	Board of Trustees to approve 2019/2020 Budget.	BOT