

BUDGET CALENDAR
FISCAL YEAR 2020

JULY 2019

9 – FY20 budget development information due to USG.

AUGUST 2019

29 – FY19 Annual Expenditure Report (AER) due to USG.

- *This report summarizes data into standard “functions” and provides other comparison data allowing us to assess financial competitiveness in a number of areas.*

SEPTEMBER 2019

Early Sept – Submit preliminary Fall enrollment numbers to USG.

Early Sept - Distribute FY20 budget requests template to Vice Presidents.

15 – Info requested for anticipated positions.

30 – Gather dining utilization rates and proposed dining rates from Director of Auxiliary Services / Food Services Contractor.

30 – Distribute housing proposed rates and information requests to Director of Residence Life, Director of Auxiliary Services, VP Student Affairs and EVP, Finance and Operations.

OCTOBER 2019

8 – Internal Budget Hearings are held.

- *VPs gather info from their direct reports & determine what requests they will bring forward as their priorities.*

Mid Oct – Distribute mandatory fee requests information to applicable budget managers & VPs.

- *Mandatory fees must be approved by the Student Affairs Committee and then signed off on by MGA’s Chief Business Officer (EVP, Finance & Operations). They also go to the President for approval before being submitted to USG.*

NOVEMBER 2019

8 – Student Affairs Committee Meeting to approve mandatory fee budgets.

20 – Budget Hearing Narrative due to USG.

- *Utilize information gathered at internal budget hearings plus data from Academic Affairs, Office of Technology Resources, Office of Institutional Effectiveness and Admissions to complete budget hearing templates and data submissions.*

DECEMBER 2019

18 – 10 Year PPV Projections and updated 10 Year Cash Flow Projections due to USG.

18 – Revenue Projections due to USG.

18 – Housing Rates & Data due to USG.

18 - Dining Rates & Data due to USG.

18 – Mandatory Fee Requests due to USG.

18 – 5 Year Auxiliary Plans due to USG.

JANUARY 2020

2 – Distribute elective fee requests to applicable budget managers and VPs.

- *Fee managers must now fill out an Elective Form, which details expected revenues and expenses as well as the reasoning behind the fee or fee increase/decrease. Approval signatures are required by the Department/Division head, area VP, as well as EVP, Finance and Operations and the President.*

17 – Base Graduate Tuition due to USG.

FEBRUARY 2020

Early Feb - HR distributes staff evaluations to divisions and departments.

MARCH 2020

Mid-March – Office of Budget & Planning begins preparing new fiscal year budget.

- *VPs update on their requests presented in October.*

27 - Staff evaluations due to HR.

APRIL 2020

1 – Office of Budget & Planning pulls salary information for FY21 budget and prepares salary worksheets for distribution (if applicable).

15 – Get Allocations from USG. This will include State Appropriations, increase in Tuition, and any funds for raises (if applicable).

15 – Salary worksheets will be distributed to VPs/Deans/Directors (if applicable).

17 – Salary worksheets due to supervisors (if applicable).

22 – Last day for Pcards – may use ePro through May 1st.

24 – Salary worksheets due to Office of Budget & Planning (if applicable).

MAY 2020

1 – FY20 budget due to USG.

1 – Spending is cut off and access to ePro is removed. Any requests for spending after this date must be done through the YE Request form, which goes to Office of Budget & Planning for approval. Any order placed before or on this date must be in the ePro system. (Does not apply to Auxiliary or Fee Budgets.)

2 – Operating budgets are swept.

12 – FY21 Original Budget presented to BOR for approval.

Week of May 11th – Begin process for faculty contracts (dependent on new process) and staff letters (if any).

Week of May 18th – Any staff letters to be completed and delivered to VPs.

JUNE 2020

Early June – Start reviewing year-end requests and approve (if funding is available).

Week of June 8th – Faculty contracts to be mailed (dependent on new process).

19th – travel budgets swept.