

Budget Timeline for Midyear FY2-13 and FY13-14 Budget

<u>Due Date</u>	<u>Assignment</u>
12/01/12	BudgetSum Worksheet prepared/revised per RGH-Continuous
12/01/12	Update the balance avail spreadsheet with enc, non rec, other budget items - Continuous
01/01/13	Check to see if there will be a tuition increase for fall
01/02/13-01/31/13	Update the balance available spreadsheet with prior yr info
01/15/13	Prepare preliminary Calendar
01/15/13	Request rooms for kick-off and hearings
01/15/13	Discuss Mid year and next fiscal year calendar with Grant Manager
01/22/13	E-mail to LT re: midyear adjustments-Due to RGH no later than 2/15/13
01/23/13	Send SAFAC funds available to Lynda Gates
02/08/13	E-mail to LT re:budget kick-off and calendar
02/01/13	Request rooms for training 3/18/13 and 3/19-3/21/13
02/15/13	Mid year budget adjustments due from orgs
02/25/13	Send e-mail re budget training/sign ups
02/25/13	Talk to Payroll about Feb payroll posting dates
02/25/13	Email: all negatives for February need to be covered by March 1 with adjustments date 2/28/13. No adjustments can be entered Monday March 4 - 5.
02/27/13	Adjust budget for full-time salaries
02/27/13	Make sure all negatives are covered for end of February
02/27/13	Update bal av with full/time faculty and staff amounts for current year
02/28/13	Enter all Mid year adjustments approved by CFO
02/28/13	Extract Mid Year OLAP to Excel - This file should be locked to read only. Password: masterbud
02/28/13	Update OLAP excel to Mid year banner budget phase
03/13/13	Request room set-up for Budget Kickoff
03/13/13	Request media for budget kickoff
03/01/13	Complete bal avail for RGH review
03/05/13	Complete Midyear budget schedules for RGH review
03/06/13	Check w/public relations re cover for budget
03/06/13	Order food for budget kick-off
03/08/13	Powerpoint presentation for Kick-off
03/10/13	Training presentation and manual completed
03/11/13	Full-time Personnel/salaries sent to Org Mgrs for verification
03/18/13	Allocations sent to LT
03/19/13	Budget development kick-off
03/19/13-03/21/13	Budget development training for Banner and basic budgeting as scheduled.
03/26/13	Board Approves Mid year budget
03/27/13	Update Mid year budget revisions as needed
03/28/13	Adjust Revenues and expenses for RGH review on Budget Summary
03/31/13	Full-time Personnel/salaries due from organization managers
03/31/13	Verify Roll rules and make sure budget rolls to next year
04/01/13-04/31/13	Work on narrative portion of next year's budget book
04/01/13-04/31/13	Update charts and graphs and order of budget book
04/01/13	Create Budget ID's and Budget Phases
04/02/13	Verify Fiscal year set up on FTMFSYR

04/12/13	Supplemental items and budgets due to Business Office
04/15/13	Prepare list of supplemental items-list to Ralph along with backfills to Shane
05/01/13	Order food for budget hearings
05/01/13	Budget cover and insert pages due from Public Relations
05/05/13	Budget covers and divider pages to printer for printing
05/28/13	Budget reports prepared/printed for budget hearings
05/29/13	Deliver Budget information to leadership team for budget hearings
06/06-06/07/13	Budget Hearings
06/10/13	All Approved items to budget/upload and prepare schedules
06/27/13	Budget book to Ralph for review
07/16/13	Proposed budget book printed
07/24/13	Board Committee Reviews budget
07/29/13	Final budget book to Ralph for review
08/01/13	Budget book to printer
08/01/13	Complete Powerpoint for Board meeting
08/22/13	Budget Book back from printer
08/27/13	Board approves Budget
09/01/13	Post required info for HB2504
09/30/13	Update salary accounts with reserve for increase as approved
09/30/13	Update salaries for full-time employees per current assignment
10/15/13	Budget books along with salaries and emoluments sent to state agencies and on web sites
10/30/13	Approved Budgets mailed and uploaded to state sites