

| FY19 BUDGET CALENDAR | | |
|--------------------------|---|-------------------------------------|
| Budget Adoption Schedule | | |
| DATE | ACTIVITY | RESPONSIBLE PARTY |
| 3 Oct 2017 | Budget Assumptions for FY19 | Executive Team |
| 20 Oct 2017 | Executive Budget Committee Kick-off | Executive Budget Committee/K Butler |
| 25 Oct 2017 | Budget Managers' Meetings | K. Butler/P. Levins |
| 26 Oct 2017 | | K. Butler/P. Levins |
| 26 Oct 2017 | All Biennium Templates and Instructions Posted in the Portal | P Levins |
| 10 Nov 2017 | 2020-21 Biennium Requests Due to VP Finance and Business Operations | Deans, Directors, VP's |
| 3 Nov 2017 | Base Budget Worksheets and FY19 Templates to Budget Managers | P Levins/A Poole |
| 15 Dec 2017 | Proposed Budget Worksheets and FY2019 Initiatives from Deans and Directors to Vice Presidents/Provost/President | Deans, Directors |
| 29 Dec 2017 | Requests for special fee \$50 and under due to the Provost | Deans |
| 12 Jan 2018 | Proposed Budget and Funding Requests Due from Pres/VP's to Budget Office | Executive Team |
| 26 Jan 2018 | Initiatives, ranked by Executive Units, to Executive Budget Committee for Priority | P Levins/A Poole |
| 5 Feb 2017 | Faculty Senate Meeting | Faculty Senate |
| 16 Feb 2017 | Initial Priority Executive Budget Committee Meeting | Executive Budget Committee/K Butler |
| 23 Feb 2017 | Consolidated Base Budgets and Funding Requests from Budget Office to Executive Team | P Levins/A Poole |
| 27 Feb 2017 | Preliminary review of FY17 Base Budget Data, Strategic Initiative Requests, Contingencies and Addition to Reserves (if any) | K Butler |
| 13 Mar 2017 | Budget Retreat - Thorough review of FY18 Base Budget Data, Strategic Initiative Requests, Contingencies and Addition to Reserves (if any) | Executive Team |
| 16 Mar 2017 | Additional Data Resulting from 3/13 Review to Budget Office | K Butler |
| 30 Mar 2017 | Revised Budgets from Budget Office to Executive Team for Review | P Levins/A Poole |
| 10 Apr 2017 | Executive Team Budget Review | Executive Team |
| 20 Apr 2017 | Revised Budgets from Budget Office to Executive Team and Exectutive Budget Committee For Review | P Levins/A Poole |
| 27 Apr 2017 | Executive Budget Committee Meeting - initial review | Executive Budget Committee/K Butler |
| 7 May 2017 | Faculty Senate Meeting | Faculty Senate |
| 11 May 2017 | Executive Budget Committee Meeting - final review | Executive Budget Committee/K Butler |
| 15 May 2017 | Executive Team Final Review and Contingent Adoption | Executive Team |