

**BUDGET SCHEDULE
FY16
Operating Budget**

TASK	DUE	RESPONSIBLE PERSON
October to December 2014		
Review FY14 Final and FY15 Q1 budgets with managers	20-Oct to 31-Oct	Keith/Gisela
Remind HR of personnel salary information due date	3-Nov	Rick
HR to provide personnel salary information	14-Nov	Mary
Personnel and Administrative Expense templates creation started	17-Nov	Keith/Gisela
Instructions memo prepared	12-Dec	Rick/David
Personnel and Administrative Expense templates completed	12-Dec	Keith/Gisela
January to October 2015		
Templates and instruction memo emailed out to budget managers	9-Jan	Rick
Review FY15 Budget with managers and address questions for the FY16 Budget templates	20-Jan to 31-Jan	Keith/Gisela
Remind budget managers of completed templates due date to A&F	23-Feb	Keith/Gisela
Preliminary Revenue budget projection due (version 1)	27-Feb	Gisela
DUE DATE OF COMPLETED BUDGET TEMPLATES TO A&F	6-Mar	Divisions
Meet with HR (Mary) to update AFSCME and any other personnel adjustments.	13-Mar	Gisela
Perform preliminary revenue vs expense analysis and create high level summary (version 2)	18-Mar	Keith/Gisela
Submissions review / follow up with budget managers for FY16; Review FY15 with manager	16-Mar to 27-Mar	Keith/Gisela
Update/Revise expense budget templates (based on discussions with managers)	30-Mar to 31-Mar	Keith/Gisela
Present Revenue and Expense Budget to VP of A&F for his review	1-Apr	Rick/Keith/Gisela
Present Revenue and Expense Budget to President for his review	8-Apr	David
Presidential review meeting with Budget managers	13-Apr to 23Apr	Cheryl/David/Rick
final personnel salary review with HR (Mary)	15-Apr	Gisela
Implement changes to budget templates based on review meetings & prepare packages for cabinet	27-Apr	Rick/Keith/Gisela
Cabinet meeting	28-Apr	President/David
Board of Trustees ready	20-May	David/Rick/Linda
Prepare budget for upload	08-June to 12-June	Keith/Gisela
Upload budget into Banner	15-Jun	Keith/Gisela/Chris (IT)
Final personnel budget shared with HR	17-Jun	Keith/Gisela
Validate budget upload	18-June to 19-June	Keith/Gisela
Confirm FY16 revenue budget projections; request supplemental expense budget items/cuts	10-Aug to 11-Aug	David/Rick
Review End of Year FY15	10-Aug to 21-Aug	Keith/Gisela
Supplemental expense requests/cuts due back to A&F	26-Aug	Divisions
Supplemental expense requests/cuts sent to President	28-Aug	David
Supplemental expense requests/cuts to Cabinet	8-Sep	President/David
Supplemental budget made Board ready	18-Sep	David/Rick
Board of Trustees meeting	7-Oct	President/David
Review First Quarter of FY16	19-Oct to 30 Oct	Keith/Gisela