

BRYANT UNIVERSITY
FY 20XX Projection & FY 20XX Operational Budget Process Timetable

*** DRAFT ***

<u>Description</u>	<u>Start Date</u>	<u>End Date</u>	<u>Status</u>
1 Develop preliminary budget parameters in 5 Year plan	Jul. 1, 20XX	Mid Dec. 20XX	
2 Initiate 1st round of FY XX high level year-end projections process for the January Board of Trustees meeting	Early Dec. 20XX	Early Jan. 20XX	
3 Received Hard Copy of IT Capital Reports	Early Dec. 20XX	Early Dec. 20XX	
4 Discuss preliminary FY XX budget parameters at Cabinet	Early Dec. 20XX	Mid Dec. 20XX	
5 Meeting with IT Department to review proposed Capital projects	2nd week of Dec. 20XX	2nd week of Dec. 20XX	
6 Mail out instructions and links to on-line budgeting module to budget General Email informing Liaison and Budget Managers that FY 20XX 7 on-line budget module is live and in production for their review	Mid Dec. 20XX 4th week of Dec. 20XX	Mid Dec. 20XX	
8 Initiate on-line module training sessions for FY XX year-end projections and FY XX budget	Jan. 1, 20XX	Jan. 31, 20XX	
9 Budget managers complete and forward to the Divisional liaison all budgets and projection with supporting schedules	Jan. 1, 20XX	Jan. 31, 20XX	
10 FY XX projections and FY XX Budget Parameters presented to Board of Trustees	Mid. Jan. 20XX	Mid. Jan. 20XX	
11 Liaison's will receive, review and summarize detailed FY XX year-end projections and FY XX budget numbers from budget managers. Liaison will forward all acceptable budgets to the Budget Office	Jan. 31, 20XX	Mid. Feb. 20XX Mid. Feb. 20XX	
12 VP's prioritize and submit special request worksheets. Request list due from VPs by mid February 20XX	Mid. Feb. 20XX	Mid. Feb. 20XX	
13 Budget Office reviews all budgets and corresponding supporting documentation and prepares for Divisional VP meetings	Mid. Feb. 20XX	Feb. 28, 20XX	
14 Meet with Divisional VP's to review FY XX projections, FY XX budgets and incremental requests.	Early Mar. 20XX	Mar. 31, 20XX	
15 Receive Campus Management Preliminary Capital Projects Estimates for discussions, including at Cabinet Initial Campus Management Capital Projects (Cabinet)	Early Mar. 20XX Mid. Mar. 20XX	Mar. 31, 20XX Mid. Mar. 20XX	
16 VPBA to meet with Cabinet Members to discuss Divisional Budget Summaries	4th week of Mar. 20XX	Early Apr. 20XX	
17 Cabinet review of FY XX Final Budget and incremental operating exp requests a)Introduction/Discussion of Operating Budget to Cabinet b)Approval of Operating Budget by Cabinet	Mid Apr. 20XX Mid Apr. 20XX 3rd week of Apr. 20XX	End of Apr. 20XX Mid Apr. 20XX End of Apr. 20XX	
18 FY XX Projections and FY XX proposed Operating Budgets finalized for Trustee Approval	3rd week of Apr. 20XX	End of Apr. 20XX	
19 Present FY XX Projections along with FY XX Operating and Capital Budget proposals to Board of Trustees	Mid May 20XX	Mid May 20XX	
20 FY XX Budgets uploaded into the Banner financial system	End of May 20XX	End of May 20XX	
21 Inform departments to generate online reports for FY XX budgets	June 1, 20XX	June 30, 20XX	
22 Finalize FY XX salary and wage components	September 1, 20XX	October 31, 20XX	
23 Assess FY XX budget funding for potential restructuring	September 1, 20XX	October 31, 20XX	