

Fiscal Year 2020 Budget Process Timeline and Procedures

*Subject to change based on Legislature and TSUS Board Requirement or Rulings

Early January	Operating Budget extracts for upcoming year distributed to Deans/VPs/Division heads to be shared with unit budget managers. These extracts will allow for management of budget at current levels in budget development. Unit budget managers or division budget managers (depending on responsibilities) should work with Deans/VPs/Division Heads in utilization of these tools in correcting and verifying budget, as well as formulating prioritized budget requests. Forms NIBR and/or FCBR should be used for these requests.
Late January - Early February	Dean/VP/Division Head meets with units to evaluate requests and relationship to Strategic Plan. Faculty/staff are involved in the process. The structure for these meetings is left to the Deans/VP/Division Heads.
Late January - Early February	With their Dean/VP/division head's approval, unit heads will enter their prioritized budget requests on to the Summary Request Form. Each unit is limited to three (3) - five (5) prioritized requests (I.E. \$XXXXXX for 3 new faculty necessary for adding a new program which would be linked to the unit's/division's/university's strategic plan could be one request.) Forms NIBR and/or FCBR.
Feb 5 - March 21	Dean/VP/division heads and individual unit heads meet with VPFO staff - to consolidate budget requests and to refine priority of the requests. In this process, there should be evidence provided that the requests support the overall university strategic plan; the college/school/division's strategic plans; use of assessment results such as enrollment figures, SCH production, historical expenditures by units. Deans/VPs/division heads should eliminate redundancy in the requests and look for integration and synergy to increase efficiencies and economies of scale. The VPFO and Budget Office staff will be present at all meetings (the President will be an optional attendee at all meetings.) The Provost will be present at meetings with Deans. Although individual unit head (budget managers) may be present, questions and discussion are limited to the Dean/VP/division head. Each Dean/VP/division head is limited to 3-5 prioritized requests which must support his/her divisional goals and objectives currently reported in Budget Development.
	Deans/VP/Division Head will request Higher Education Assistance Fund (HEAF) - 3-5 prioritized items also linked to Strategic Planning goals and objectives. See form HIBR.
	Five Year Budget Model Due.
February	Enrollment Estimates to Budget Office from EM;SCH information from IR to Budget Office.
March 8	Fee Revenue Estimated to be distributed to department
March 14	Revenue Estimated due back for College/Divisions
March 18 - March 22 (Training)	Divisions/Departments refresher training in entering budget into Budget Development and Salary Planner. (Test Environment)
March 25	Roll Forward Budgets in place in PRODUCTION. (New Year Preliminary Base Budget)
April 1 - April 2	Deans and VPs present final budget requests. (Walker Education)
April 1 - April 25	Divisions/Departments enter budget into Budget Development and Salary Planner. (Production)
April 11	Open Lab in Thompson 107 1 to 4
April 17	Open Lab in Thompson 107 9 to 12
April 23	Open Lab in Thompson 107 1 to 4
June 4 - June 14	Divisions/Departments enter merit /allocations (IF ANY)into Salary Planner.
By June 18	Approved New Initiatives (including HEAF) & Fixed Cost increases entered into Budget Development by Budget Office Staff.
By first week of July	Budget Office submit budget tables and board book to TSUS.
August	President submits budget to TSUS Board of Regents at August board meeting. Once budget is approved, Budget Office loads budget into Banner Finance pending any legislative action (odd years.)
August	Budget allocations communicated by senior leadership to all budget managers.