

## FY12 Budget and Financial Planning Calendar

Early August	Meet with MTL to review FY13 through FY15 planning assumptions for campus
Late August	Budget and Financial Planning Office updates website with FY13 through FY15 budget assumptions for campus
September 29, 8:30 AM	Oracle closed for Financial Review (FY12, FY13, FY14, FY15) * <b>September 28, 5:00 PM for International SoB's*</b>
September 29, 2011	Financial Review exhibits due to Budget and Financial Planning Office
October 24, 25, 27	Financial Review meetings to review significant changes to FY12 forecast and FY13 through FY15 budgets . FY11 deficits as well as material unforecasted variances also to be reviewed.
November - March	Budget book planning and preparation -- narrative, tables, statistics, etc.
Mid November	Meet with MTL to review budget and to revise assumptions for campus
Mid November	Budget and Financial Planning Office updates website with FY13 through FY15 revised budget assumptions for campus
January 5, 8:30 AM	Oracle closed for Financial Review (FY12, FY13, FY14, FY15) * <b>January 4, 5:00 PM for International SoB's*</b>
January 5, 2012	Financial Review exhibits due to Budget and Financial Planning Office
January 23, 25, 26	Financial Review meetings to review FY12 forecast and FY13 through FY15 budgets
Mid Jan. to Mid Feb.	Document and consolidate Financial Review results. Work with Provost to review assumptions and commitments, revise numbers by unit, and review revised consolidated information.
Mid February	Meet with MTL to review budget and to revise assumptions for campus
Late February	BoT - Finance Committee - review of FY12 forecast and FY13 through FY15 budgets
Late February	Finalize budget assumptions for FY13 through FY15 and update website for campus
March 15, 8:30 AM	Campus finalizes FY12 forecast and FY13 through FY15 budgets * <b>March 14, 5:00 PM for International SoB's*</b> -- Note: FY13 budget finalized by department and month. Any further changes for salary review, etc. will be made at the dean or vp level in June.
March 15, 2012	Financial Review exhibits due to Budget and Financial Planning Office
Early April	Meet with MTL to finalize all numbers for May BoT meeting
Early April	Budget Book draft to CFO for review
Early April	<i>BoT - Finance Committee - review of FY12 forecast and FY13 through FY15 budgets that will be included in the budget book and the May Board meeting.</i>
Mid April	Draft of Budget Book to Management Team
Early May 2012	Upload FY13 Budget Book to Board of Trustees web site
May 20, 21, 2012	Board of Trustees approval of FY13 university budget
June 8, 2012	Allocation letters to campus
Late June	FY13 campus budgets finalized in Oracle -- Note: Changes made to dean or vp budget only if required per allocation letter or assumption changes.
July 16, 2012	FY13 budgets finalized in Oracle by Budget and Financial Planning Office
Late July	FY12 ending net assets rolled forward to FY13 budgeted beginning net assets
Late July	FY13 forecast file created from FY13 budgets
Late August	FY12 deficit explanations due from Campus to Budget and Financial Planning Office