University Budget Process

Non – E&G

Feb/Early March
- Worksheets to division managers (DM) for auxiliary budget development.
- DM disseminate worksheets to units, units return budget amounts by department for the next fiscal year.
- Managers of other Non-E&G budgets are contacted for department budget details, including Sponsored Research, Financial Aid, Concessions, Tech Fee, Student Activities.

March
- Budgets remitted to budget office. Budget office compiles, reviews, prepares the budget for Board of Trustees approval.

April
- Board materials are remitted for review

May
Board of Trustees approves budget

June
- Budget Office uploads budget by department into PeopleSoft – **by July 1st**

E&G

Operating Budget

March-May
- Budget Office prepares E&G budget consisting of tuition and fees (developed internally) and state appropriations (received from the state by early May).

May
- Budget Office sends out worksheets to division managers for initial start-up budget.

Board of Trustees approves budget

June
- Initial start-up worksheets are returned to the Budget Office and budget is uploaded into PeopleSoft by the Budget Office before July 1.

August/September
- Allocation Document is finalized. Budget Office prepares True-Up to distribute remainder of operating budget to divisions.
- By September, Division Managers submit budget transfers to push E&G budget to their units.

PO Rollovers

- Budget for PO Rollovers loaded prior to July 1st by Budget Office. Adjustments are made thru July until PO Rollovers are final.

Carryforward Budget

July 1
- Budget Office posts control total to division's carryforward reserve by mid-July.
- Divisions prepare and submit budget transfers to push this budget to their units.

August/September
- Final carryforward calculation prepared, divisions are notified of the final amount, and the True-Up is posted.
- By September, Division Managers submit budget transfers to push E&G budget to their units.

April 7, 2015