

**Timeline of Activities for Budget Development Cycle  
 FY 2012-13 Operating Budget  
*List of Activities by Month***

**SEPTEMBER 2011**

ACTIVITY/BLOCK	TASK	BEGIN	DEADLINE	COMMENTS	REPORTING NEEDS
<b>BFP INTERNAL</b>	Compile Budget Issues file for outstanding unit issues	Sept 15	on-going		
	Update Budget for CAR Adjustments	Sept 19	Sept 30	new report	
	Inventory of current university reports with description	Sept 27	Oct 14	BFP staff to complete	
	<b>SYSTEM "CLEAN UP" INTERNAL</b> 1. Check CSD's for appropriate categorization 2. Check PCS for appropriate categorization 3. Check for one-time payments for employees whose salary was over max. paygrade. Remove the amount that is over paygrade. 4. Remove positions with no budgets.	Sept 19	Sept 30	Prepare reports to show invalid PCS, CSD, and Program Codes	
<b>BUDGET RECONCILIATION</b>	Cut off Date for BRR's - (in preparation for first Budget Reconciliation)	Sept 15	Sept 30	CUT OFF DATE FOR FIRST BUDGET RECONCILIATION	

**Timeline of Activities for Budget Development Cycle  
FY 2012-13 Operating Budget  
*List of Activities by Month***

**OCTOBER 2011**

ACTIVITY/BLOCK	TASK	BEGIN	DEADLINE	COMMENTS	REPORTING NEEDS
<b>BFP INTERNAL</b>	Budget Reduction Model for FY13	Oct 1	Oct 7	update internal budget reduction model	
	Back Out Salary Credits	Oct 3	Oct 10	COMPLETE	Salary Credit Report
	PHASE I Manual	Oct 3	Oct 14	BFP staff to complete; add to website; include info on Reorganizations	
	Preparation of New Schedule D's	Oct 3	Oct 14	for All funds; E, G, GENERAL, C, etc.	
	Develop Base Budget Estimates for All Budgets	Oct 3	Oct 17	will include 'affiliated budgets'	Base Budget Estimate Sheets
<b>SYSTEM "CLEAN UP"</b>	<u>Prepare Budget System for Base Budget Reconciliation</u> 1. Remove Invalid Programs 2. Review FTE figures for correctness. 3. Check to see if lump sums are appropriately set up.	Oct 3	Oct 14		
	PHASE I - Base Budget Reconciliation MEETING	Oct 24	Oct 24	BFP will hold a meeting for central budget coordinators to discuss Phase I Base Budget Reconciliation.	Budget Planning Reports; 1. Speedtype; 2. Employee ID; 3. Employee by Dept.
	PHASE I - Base Budget Reconciliation	Oct 24	TBD	This is the first of 3 scheduled base budget reconciliations.	

**Timeline of Activities for Budget Development Cycle**  
**FY 2012-13 Operating Budget**  
*List of Activities by Month*

**OCTOBER 2011**

ACTIVITY/BLOCK	TASK	BEGIN	DEADLINE	COMMENTS	REPORTING NEEDS
<b>BUDGET RECONCILIATION</b>	Budget Reduction Credit Tracking and Implementation for FY12	Oct 24	TBD	Units will use on-line BTR to "debit" credit accounts.	
	Request 1-Time Credits for FY 2012-13	Oct 24	TBD	Units may once again request 1-time credits to ensure affected employees are budgeted at beginning of FY13.	
<b>INFORMATION REQUEST FROM UNITS</b>	Request for Information	Oct 21	Nov 22	to include utilities, fixed costs, leases, etc.	
<b>LEADERSHIP OUTREACH &amp; COORDINATION</b>	Various Budget Committees and Workgroups begin meetings to discuss Primary Budget Building Blocks such as: Tuition Setting; Enrollment Projection; Budgeting Over realized revenue; Specific budget earmarks; Status of State Appropriations; Debt Service Obligations.	Oct	April	Budget Groups include: 1) Leadership Team; 2) Budget Advisory Committee; 3) Tuition Setting; 4) Student Government; 5) Faculty Senate; 6) Staff Senate; 7) BOT (University and Foundation); and 8) Council on Postsecondary Education (External).	

**Timeline of Activities for Budget Development Cycle**  
**FY 2012-13 Operating Budget**  
*List of Activities by Month*

**NOVEMBER 2011**

ACTIVITY/BLOCK	TASK	BEGIN	DEADLINE	COMMENTS	REPORTING NEEDS
<b>PROGRAM BUDGETS &amp; DISTANCE EDUCATION</b>	Program Budget and Distance Ed Completion and Analysis	Prior to Thanksgiving Break	mid-Jan.	this will include an estimate of FRINGE BENEFITS & SALARY INCREASE.	New Automated Program Budget Report
<b>BFP INTERNAL</b>	Create template/spreadsheet to track budget reductions and credits. Also create and include letter from BFP to units explaining how the process will work	Nov 1	Nov 4		
	Revenue Budget Development - Begin Developing the University's Revenue Budget	mid-Nov	on-going		Revenue Reports
<b>INFORMATION REQUEST FROM UNITS</b>	Request for Unit Narratives	Nov 7	Dec 7	for operating budget book; BFP will create a new template for FY 2012-13 budget book	

**Timeline of Activities for Budget Development Cycle**  
**FY 2012-13 Operating Budget**  
*List of Activities by Month*

***DECEMBER 2011***

ACTIVITY/BLOCK	TASK	BEGIN	DEADLINE	COMMENTS	REPORTING NEEDS
<b>SALARY &amp; PERSONAL SERVICES</b>	Administrator Salary Review	Dec 5	Dec 14	Units will check to see if Administrator Salaries are correct and up-to-date.	
<b>BUDGET RECONCILIATION</b>	Cut off Date for BRR's - (in preparation for second Budget Reconciliation)	Dec 1	Dec 21	CUT OFF DATE FOR SECOND BUDGET RECONCILIATION	

**Timeline of Activities for Budget Development Cycle**  
**FY 2012-13 Operating Budget**  
*List of Activities by Month*

## JANUARY 2012

ACTIVITY/BLOCK	TASK	BEGIN	DEADLINE	COMMENTS	REPORTING NEEDS
<b>BUDGET RECONCILIATION</b>	PHASE I - Base Budget Reconciliation - SECOND RECONCILIATION	Jan 9	Jan 19	This is the second of 3 scheduled base budget reconciliations.	Reconciliation Report
<b>INFORMATION REQUEST FROM UNITS</b>	Request for Major Reorganization Changes	Jan 9	Mar 30	Departmental changes, areas of reporting responsibility changes, etc.	
<b>LEADERSHIP FINAL DECISIONS</b>	Final decisions affecting the FY 2012-13 budget are made throughout the budget development process. The comments section provides an estimated decision date for various budget issues.	Jan 13	May ?	Please keep in mind that these dates are <u>tentative and subject to change</u> : 1. Increasing Distance Ed budget - Jan. 2. Fringe Benefit Calculation - Feb. 3. Endowment Spending Policy - Feb. 4. Salary Increase Decision - March 5. Tuition Rates - after Tuition forums in April 6. Revenue Decisions (enrollment projections, overrealized rev., earmarks), Strategic Initiatives, final State Appropriation amount from legislature. - TBD	
<b>HSC NON-GENERAL BUDGETING</b>	Clinic and APS Budget Information	Jan 23	Feb 15		Clinic and APS automatic reports
<b>BFP INTERNAL</b>	Fringe Benefit Analysis and Calculation	Jan 16	On-going	Analysts should have capability of running this report with selected parameters	Fringe Benefit Report

**Timeline of Activities for Budget Development Cycle**  
**FY 2012-13 Operating Budget**  
*List of Activities by Month*

***FEBRUARY 2012***

<b>ACTIVITY/BLOCK</b>	<b>TASK</b>	<b>BEGIN</b>	<b>DEADLINE</b>	<b>COMMENTS</b>	<b>REPORTING NEEDS</b>
<b>ENDOWMENTS, GIFTS, FOUNDATION BUDGETING</b>	Gift Budgeting	Feb 6	Mar 2		Automated Gift Report
	Foundation Budgeting - "U" Programs	Feb 20	Mar 20	BFP will meet with President's Office and Provost for guidance on budgeting decisions.	Automated Foundation Report
	Endowment Budgeting	Feb 20	Mar 20	date is dependent on receiving spending policy info from Controller's Office	Automated Endowment Report
<b>BFP INTERNAL</b>	Preliminary Salary Calculation	Feb 13	TBD	Dependent on leadership salary decision; if possible, this salary increase % can be included in Foundation Budgeting (above task)	Salary Increase Report

**Timeline of Activities for Budget Development Cycle**  
**FY 2012-13 Operating Budget**  
*List of Activities by Month*

**MARCH 2012**

ACTIVITY/BLOCK	TASK	BEGIN	DEADLINE	COMMENTS	REPORTING NEEDS
<b>BUDGET RECONCILIATION</b>	PHASE I - Base Budget Reconciliation - THIRD RECONCILIATION	Mar 5	Mar 14	This is the third of 3 scheduled base budget reconciliations.	
<b>SALARY &amp; PERSONAL SERVICES</b>	Salary Increase Decisions	March	March	Once this decision has been made, Phase II (Salary Increase phase) will commence.	
	Phase II Activities	March	March	Date is dependent on salary increase decision being made; activities to include calculation by BFP; and review by units and BFP; AND REBALANCING OF ENDOWMENTS, CLINICS, AND PROGRAM BUDGETS	
<b>PROGRAM BUDGETS</b>	Program Budget Reconciliation	March	March	ensure that all are signed	
<b>BFP INTERNAL</b>	Publications	Mar 4	on-going	Begin updating FY13 publications including adding in new Narratives and cleaning up FY12 budget book	Account Code Summary
	Phase II Manual	March	March	dependent on date of salary increase decision	

**Timeline of Activities for Budget Development Cycle**  
**FY 2012-13 Operating Budget**  
*List of Activities by Month*

**APRIL 2012**

<b>ACTIVITY/BLOCK</b>	<b>TASK</b>	<b>BEGIN</b>	<b>DEADLINE</b>	<b>COMMENTS</b>	<b>REPORTING NEEDS</b>
<b>LEADERSHIP OUTREACH &amp; COORDINATION</b>	Tuition Forums	April	April	specific date tbd	
	President's Budget Forum	April	April	specific date tbd	
<b>OPERATING BUDGET BOOK PUBLICATIONS</b>	FY 2012-13 Operating Budget book for the BOT Budget Workshop	Begin completing BOT Budget Workshop publication April 12	BOT meets on May 10	The budget will be mailed to BOT members by May 3, 2012. BOT will review and make recommendations as necessary.	
<b>SALARY &amp; PERSONAL SERVICES</b>	Input Faculty Promotions	Apr 23	Apr 27		
<b>BFP INTERNAL</b>	Input Strategic Initiatives	Apr 23	Apr 27		

**Timeline of Activities for Budget Development Cycle**  
**FY 2012-13 Operating Budget**  
*List of Activities by Month*

**MAY 2012**

ACTIVITY/BLOCK	TASK	BEGIN	DEADLINE	COMMENTS	REPORTING NEEDS
<b>OPERATING BUDGET BOOK PUBLICATIONS</b>	Final Budget Publication for June BOT meeting. Incorporate any changes recommended by BOT at the May 10 meeting; and finalize the FY 2012-13 Operating Budget.	May 11	BOT meets on June 14	The budget will be mailed to BOT members by June 7, 2012. This is the final and official version of the FY 2012-13 Operating Budget for UofL.	
<b>BOARD OF TRUSTEES MEETING</b>	FY 2012-13 Operating Budget book for the BOT Budget Workshop	May 10	BOT meets on May 10	The budget will be mailed to BOT members by May 3, 2012. BOT will review and make recommendations as necessary.	
<b>BFP INTERNAL</b>	Post Fringes	May 15	May 15		

**Timeline of Activities for Budget Development Cycle**  
**FY 2012-13 Operating Budget**  
*List of Activities by Month*

***JUNE 2012***

ACTIVITY/BLOCK	TASK	BEGIN	DEADLINE	COMMENTS	REPORTING NEEDS
<b>BOARD OF TRUSTEES MEETING</b>	Final Budget Publication for June BOT meeting. Incorporate any changes recommended by BOT at the May 10 meeting; and finalize the FY 2012-13 Operating Budget.	June 14	BOT meets on June 14	The budget will be mailed to BOT members by June 7, 2012. This is the final and official version of the FY 2012-13 Operating Budget for UofL.	
<b>BFP INTERNAL</b>	Load Budgets into System	June 4	June 8	ensure ALL budgets are loaded including GRANTS and Z programs. Notify Dave Baugh about GRANTS and Z no later than May 29	