University Planning & Budget Calendar

Planning / Assessment / Data reports available
Data Milestones
Biennial Budgets
Supplemental Budgets
Enrollment Growth
Campus-Initiated Tuition & Mandatory Fees
Special Funds Budgets
Allocations (Permanent + One-Time Funds)

	Responsible Office
Planning / Assessment	
Develop strategic needs list for tuition & fees committees	UPQC / Cabinet
Annual report of updated progress measure & peer trend data	Dir of Planning
Assess impact of prior year's allocations	UPQC / Cabinet
Develop strategic priorities for next biennium	UPQC
Make adjustments to strategic priorities based on prior year's allocations	UPQC
Data Milestones	
SREB funding comparisons available	OIR
IPEDS faculty salary data available for year just completed	OIR
Official Enrollment Report for Fall	OIR
First Day enrollment figures (Headcount + FTE)	OIR
Tenth (10th) Day Class Freeze	OIR
IPEDS reporting (Fall, Winter, Spring)	OIR
US News & World Report	OIR
OIR - Directors Meeting (opportunity to regulate data changes)	OIR
EPA & Faculty Salary Analysis (CUPA), by discipline	Human Resources
********** Summer / Fall ********** **Biennial Continuation Budget**	
OSBM / UNC-GA Issues Guidance to Campuses	Budget Office
Budget Office issues guidance to divisions/campus	Budget Office
Internal Budget Requests due to Budget Office	Vice Chancellors
EPA salary base adjustments due to UNC-GA	Budget Office
Notification of Legislative Liaison regarding extraordinary requests	Budget Office
Biennial continuation budget due to UNC-GA/OSBM	Budget Office
Biennial Expansion Budget	
OSBM / UNC-GA Issues Guidance to Campuses	Budget Office
Budget Office issues guidance to divisions/campus	Budget Office
Internal Budget Requests due to Budget Office	Vice Chancellors
Cabinet discussions / prioritization of requests	Cabinet
Biennial expansion budgets due to UNC-GA	Budget Office
Biennial Capital Budget	
OSBM / UNC-GA Issues Guidance to Campuses	Budget Office
6-year plan for R&R due to GA	Budget Office
6-year plan for non-appropriated improvements due to GA	Budget Office
6-year plan for appropriated improvements due to GA	Budget Office
** Winter ** **Supplemental Budget (2nd Year of Biennial Cycle)**	
OSBM / UNC-GA Issues Guidance to Campuses	Budget Office
Budget Office issues guidance to divisions/campus	Budget Office
Internal Budget Requests due to Budget Office	Vice Chancellors
Cabinet discussions / prioritization of requests	Cabinet
EPA salary base adjustments due to UNC-GA	Budget Office
Supplemental budgets due to UNC-GA	Budget Office

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Year 1 of Budget Development Cycle (FY 2008-09) | Year 2 of Budget Development Cycle / Year 1 of Biennial Budget Cycle (FY 2009-10)

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		Responsible Office	July	August	September	October	November	December	January	February	March	April	May	June	July	August	September	October	November	December	January	February	March	April	May	June
Fall	**Enrollment Growth (submitted w/ Biennial Continuation / Supplemental Budgets)**																									
	OSBM / UNC-GA Issues Guidance to Campuses	Budget Office																								
	Review enrollment growth model	AA / BA / Bgt Ofc																								
	Enrollment growth projections due to UNC-GA	Provost																								
********** Fall / Winter ********	**Campus-Initiated Tuition Increases**																									
	OSBM / UNC-GA Issues Guidance to Campuses	Budget Office																								
	Budget Office issues guidance to divisions/campus	Budget Office																								
	Internal Budget Requests due to Budget Office	Vice Chancellors																								
	Campus-Initiated Tuition Increase committee meets	AVCBA - Finance																								
	Cabinet discussions / prioritization of requests	Cabinet																								
	Campus-initiated tuition increase requests due to UNC-GA	Budget Office																								
	BOG decisions on tuition increases	Budget Office																								
	Student Fees																									
	OSBM / UNC-GA Issues Guidance to Campuses	Budget Office																								
	Budget Office issues guidance to divisions/campus	Budget Office																								
	UNCW student fee increase requests due to Budget Office	Vice Chancellors																								
	Student Fee Advisory Committee meets	Budget Director																								
	Cabinet discussions / prioritization of requests	Cabinet																								
	Student fee increase requests due to UNC-GA	Budget Office																								
	BOG decision on student fees	Budget Office																								
* Fall *	**Special Funds Budgets**																									
	Budget Office issues guidance	Budget Office																								
	Budget packages due to Budget Office (Housing, Security, Food Svc)	VCBA / VCSA																								
	Mid-year review sessions	Program Directors																								
	Budget packages due to Budget Office (All other programs)	Vice Chancellors																								
Spring	**Allocations (Permanent + One-Time Funding)**																									
	Budget Office issues guidance	Budget Office																								
	Internal Budget Requests due to Budget Office	Vice Chancellors																								
	Cabinet discussions / prioritization of requests	Cabinet																								
	Allocation of one-time funds	Budget Office																								
Winter	Mid-Year Adjustments < One-Time Allocations >	Budget Office																								
	--- Bgt Office Notification of available funds / Issues guidance	Budget Office																								
	--- Inputs due to Budget Office	Vice Chancellors																								
	--- Cabinet discussions / prioritization of requests	Cabinet																								
	--- Allocation of mid-year one-time funds	Budget Office																								