**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

### 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.

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

### E&G

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

- **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.

### Carryforward Budget

- **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.

### PO Rollovers

- 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.

**April 7, 2015**