Georgia Tech Budget Calendar
Fiscal Year 2020

When	What	Who

July 2, 2018	- Submission of projection data & budget development templates to BOR:
	  - Projected new square footage
	  - Projected health insurance and retiree fringe benefits (M&O due July 9th)
		- Budget Office
		- Capital Plg & Space Mgt
		- Office of Human Resources

September 2018	- Budget Hearing instructions issued	- BOR
October 2018	- Revenue projection instructions issued	- BOR
November 13, 2018	- Submission of budget data and narratives to BOR	- Budget Office, Institute Research & Planning (IRP) - Ofc of the President
December 4, 2018	- Revenue projections to BOR	- Budget Office
December 6, 2018	- Budget hearing with Chancellor	- President & ELT - Selected other Staff
January 20, 2019	- Preliminary calendar and budget instructions issued to campus - Update of current/future year financial projections and budget outlook	- Budget Office
February 2019	- Updated enrollment and other workload/performance data to ELT	- Budget Office - Institutional Research & Planning
	- Submissions/planning meetings required by individual ELT members: • Review of updated performance data and division strategic plans • Evaluation of results from new funding allocated in current year • New initiatives or program expansion proposals • Enhanced revenue opportunities • Funding re-direction generated by administrative improvements	- Deans & other Division Heads - Individual ELT Members
February through early March 2019	- Review of updated performance measures, revenue projections, "must pay" items, and overall budget outlook - ELT members determination of priorities for program expansion & funding reallocations	- Executive Leadership Team - Budget Office
1st two Weeks of March 2019	- Distribution/confirmation of base budget figures (via "Form 1") - Budget kickoff session for H.R. reps and H.R. business partners - Preliminary GT pay adjustment guidelines issued (per BOR and ELT)	- Budget Office - Campus Units
March 4, 2019	- Unit submissions of final Form 2 requests and backup documents to ELT - Submission of Form 2A for items tentatively pre-approved by ELT	- Campus Units - Executive Leadership Team
1st Week in March 2019	- Budget kickoff session for oneBudget users and division finance directors	- Budget Office - Campus Units
3 Working Days before Strategic Planning Mtgs	- Submission of full presentations to *Budget Office's assigned budget analyst* for strategic planning meetings with Executive Leadership Team	- Campus Units
March 18, 25, 2019*	- Strategic planning and budget presentation meetings	- Deans/Other Division Heads - Executive Leadership Team
Late March, early April 2019	- Approval of Appropriations Bill (pending Governor's vetoes)	- General Assembly
April 1, 2019	- ELT approval of redirections and increases pending final BOR allocation and tuition/fee approvals	- ELT - Budget Office
1st Week in April 2019	- Communication of preliminary allocations and redirections to units - Form 1 revisions to campus units based on March BA & FY20 decisions	- Budget Office
April 9, 10, 16, 17, 2019	- Optional hands-on budget workshops for oneBudget users	- Budget Office
April 9, 2019	- oneBudget system open to campus - Final salary plans available to campus units via OneBudget (Bud707) - Detailed Budget instructions and merit policy to campus units	- Budget Office
April 16, 2019	- Approval of: state allocations, tuition levels, mandatory/other fees - Approval of merit raise policy - Approval/acceptance of elective fees proposals	- Board of Regents (pending General Assembly Appropriations Act approval)
Late April 2019	- Final budget approval/allocations to units for Original Budget	- Office of the President
April 26, 2019	- Detailed Original Budget submissions due via oneBudget	- Campus Units
TBD	- E-rates submission to BOR	- GT Professional Education - Budget Office
May TBD, 2019	- Original Budget submission to BOR: online submission & detailed scheds.	- Budget Office
May 14, 2019	- Final BOR approval of FY20 Original Budget	- BOR
June 1, 2019	- Initial Annual Operating Budget submitted to OPB	- BOR
July thru Sept 2019 & Mid-February, 2020	- Additional Fiscal 2020 allocations (or reductions) to units, per budget status (following final fall and spring enrollment results)	- Exec Leadership Team

* Schedule of Strategic Planning Meetings with Executive Leadership Team for Fiscal Year 2020

Monday, March 18	
8:30	Government and Community Relations
9:00	Institute Communications
9:30	College of Computing
1:00	GT Professional Education
1:30	Office of Development
2:00	Ivan Allen College

Monday, March 25	
8:30	GT Human Resources
9:00	College of Design
9:30	College of Engineering
10:00	Office of Information Technology
10:30	Office of Institute Diversity
11:00	Division of Student Life
1:00	Library
1:30	College of Sciences
2:00	Alumni Association
2:30	Scheller College of Business