

GEORGIA INSTITUTE OF TECHNOLOGY BUDGET SUBMISSION INSTRUCTIONS FOR FISCAL YEAR 2014
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Purpose: The principal purpose of the budget planning process is to provide Georgia Tech's senior leadership the essential information needed to:

- Make vital decisions about the Institute's allocation of scarce resources; and
- Determine how those resources will contribute to achievement of Georgia Tech's Strategic Plan goals and strategic initiatives of the divisions.

The budget planning process focuses not only on dollars, but also, on the utilization of resources for Georgia Tech's instruction, research, public service, student support, and administrative support activities.

I. Applicability: Forms for Resident Instruction (RI) Divisions only

II. Key Dates – *See attached calendar*

➤ **Month of March**

- Preliminary budget meetings with Provost and executive vice-presidents with their respective direct reports

➤ **Monday, March 25th**

- Submission of final Form 2 to the Office of Institute Budget Planning and Administration ("Budget Office") c/o Jim Kirk (jkirk@gatech.edu) and **also** to Robert Foy for *academic units* (robert.foy@business.gatech.edu) OR Dan Taylor for *non-academic units* (dan.taylor@business.gatech.edu)
- Submission of backup materials for strategic planning meetings (below)

➤ **April 1st through April 5th** – separate strategic planning sessions for by all divisions:

- Separate presentations of all divisions' strategic initiatives by deans and other division heads to senior executives, including the President, Provost, Executive Vice President for Research, and Executive Vice President for Administration and Finance; schedule and guidelines for meetings to follow

➤ **Friday, April 26th** – Original Budget submission via Internet Budgeting Solution (IBS)

III. Checklist of Budget Submission Forms

√ **Form 1** [*completed by Budget Office; verified by units*] – FY14 Base Budget Computation

- Budget Office to furnish form for each division
- Forms include details of changes to Fiscal 2013 Original Budget per IBS as of the first of March 2013 (can be produced as a draft at any time by request to budget analyst)
- Units to check changes to Original Budget in Columns B, C, and D for accuracy
- Columns F through I to be completed at later date

√ **Form 2** [*completed by units*] – Requests for New General Operations Funds for FY14

- List and justify with accompanying narrative documents specific funding requests associated with the strategic initiatives to be identified in presentations to the Office of the President.
- As part of your narrative, please identify: (1) restricted or unrestricted endowment and non-endowment resources that you intend to use to fund proposed initiatives; and, (2) space improvement and related support requirements.
- Requests should be reasonable in magnitude, considering Georgia Tech's continuing fiscal challenges.
- Requests should be divided between recurring and non-recurring items and should be prioritized for the entire division.
- For recurring items, a three-year projection of costs should be provided on Form 2. These columns are only to be used to project costs of FY14 proposed initiatives and not for programs to begin in FY15 or FY16.
- Include and highlight on Form 2 any new items already approved by the Office of the President.

***NOTE:** The policy established by the President's Office is that funding will be allocated to units for new positions from the date that those positions are filled. The funding will then be annualized in the following fiscal year's budget at 100%.*

- √ **Form 3a** [completed by Budget Office and IRP for all colleges] and **Form 3b** [optional form completed by administrative and other units] – Key Performance Measures and Personnel; data for colleges to be provided for previous and current fiscal years; projections by colleges for future years in Form 3a optional
- √ **Form 4 – Base Budget Analysis for Fiscal 2012 and 2013** (FY13 as of the first of March 2013) [completed by Budget Office for all units]

NOTES:

- Electronic copies of forms will be made available to all division budget directors. Blank electronic forms are found on the Budget Office web site.
- No merit increases are anticipated for FY14, but the salary computation spreadsheet is required for all units (IBS report 707). This will be uploaded to IBS for the units by the Budget Office.

FY14 BUDGET PLANNING CALENDAR		
When	Who*	What
November 2012 - January 2013	MSFAC	- Committee meetings; recommendations to President on mandatory fee requests to BOR
November 17, 2012	Auxiliary Services, Athletics, Tech Fee Comm., Student Govt. Assn.	- Mandatory fee submissions to Budget Office and MSFAC
November 2012 - January 2013	EBST Executive VP Admin and Finance	- Review of elective and mandatory fee submissions for recommendation to President
December 3, 2012	Budget Office	- Revenue estimate submission to BOR
December 14, 2012	Auxiliary Services	- Elective fees due to Budget Office - dining, housing, parking
	Selected Campus Units	Submissions to Budget Office: - Professional program tuition differential requests - Miscellaneous fee requests
December 14, 2012	Executive VP, Admin and Finance President	- Submission of FY14 budget narrative to BOR - Submission of FY14 tuition recommendations to BOR
Month of January	Executive VP, Admin and Finance President	- President review and approval of tuition and fees proposals for submission to BOR based on EVP-A&F recommendations
January 14, 2013	Budget Office	- Professional program tuition requests to BOR (for approval) - Miscellaneous fee requests to BOR (only for information) - Mandatory fee requests to BOR
February 1, 2013	Budget Office	- Budget & planning instructions issued to campus units
March 5, 2013	President and Executive Staff	- Budget hearing with Chancellor and BOR staff
Month of March	Deans and Cabinet Members and Individual OOP Executive Staff	- Budget development activities/presentations with individual executives; executive staff development of strategic priority lists and associated budget requests
March 4 and March 18, 2013	Budget Office Campus Units	- Distribution of Form 1's to units (base budget allocations) - Verification of base budget computation in Form 1
March 25, 2013	Campus Units	- Submission of Form 2 requests & backup documents to IBPA for distribution to executive staff - including documents for strategic planning presentations the week of April 1st
Late March 2013	General Assembly	- Approval of Appropriations Bill (pending Governor's vetoes)
First Week of April	Budget Office	- Salary plan forms to campus units (including March BA)
April 1 through April 5, 2013	Deans & Cabinet Members OOP Executive Staff	- Strategic planning presentations by deans and division heads to Office of President Executive Staff
April 15-19, 2013	Budget Office	- Internet Budgeting Solution (IBS) open to campus - Detailed budget instructions to campus units
April 8-30, 2013	OOP	- Meetings to review budget requests and allocations (pending approval of tuition, fees, & allocs. by BOR at April mtg.)
April 16-17, 2013	BOR	- BOR funding decisions: allocations, tuition, mandatory fees
April 19, 2013	OOP	- Target for final executive budget decisions
Late April 2013	Budget Office	- Budget allocations to units
April 26, 2013	Campus Units	- Detailed original budget submissions due from campus units
May 3, 2013	Budget Office	- GT detailed budget submission to BOR
May 14, 2013	BOR	- Final BOR budget approval of Original Budget (no June meeting)
July 1, 2013		- Begin Fiscal 2013
July through October, 2013	Campus units OOP and IPRM Staff	- Planning reviews and updates of strategic plans and goals; review of progress of academic and administrative units
<i>BOR defined dates highlighted in red</i>		<i>Key dates pertaining to campus units highlighted in yellow</i>
*Abbreviations for "Who" Column:		
MSFAC - Mandatory Student Fee Advisory Committee		
Budget Office - GT Office of Institute Budget Planning & Administration (IBPA)		
OOP - Office of the President: Provost, Executive VP Research, Executive VP Administration & Finance		
BOR - Board of Regents of the University System of Georgia		
EBST and IPRM - Executive Budget Support Team & Institute Plg & Resource Mgt (headed by Senior VP, Admin and Finance)		