

Georgia Tech Budget Calendar

Fiscal Year 2018

Fixed dates set by Board of Regents shaded in yellow

Campus Unit Actions shaded in Green

When	What	Who
July 5, 2016	- Submission of FY17 projection data to BOR: - Projected new square footage - Projected health insurance and retiree fringe benefits	- Budget Office - Capital Plg & Space Mgt - Office of Human Resources
November 15, 2016	- Preliminary budget instructions to units	- Budget Office - Exec Leadership Team (ELT)
November 18, 2016	- Budget hearing narratives due to BOR	- Budget Ofc, Inst Research & Plg (IRP), Financial Svcs - Ofc of the President
December 2, 2016	- Revenue projections to BOR	- Budget Office
1st week in December	- Fee Committee recommendations to President	- Mandatory Student Fee Advisory Committee
December 5, 2016	- Auxiliary business plans due to Budget Office	- Campus Services - Budget Office
December 16, 2016	- President submission of mandatory fee requests to BOR	- Mandatory Student Fee Advisory Committee - President
December 16, 2016	- Submission of 5-year auxiliary plans to BOR	- Exec VP Admin & Finance - Budget Office
January 20, 2017	- Elective fee requests due from units	- Various Campus Units - Budget Office
January 23, 2017	- Base graduate and professional program rates submitted by approved units; review by Budget Office and Provost's Office	- Selected Departments - Budget/Provost Offices
January 27, 2017	- Base graduate and professional program rates to BOR	- Budget Office - Exec Leadership Team
January 27, 2017	- Elective and miscellaneous fee submission to BOR	- Budget Office
January through February 2017	- Update of current/future year financial projections and budget outlook	- Budget Office - Institutional Research & Planning
	- Updated enrollment and other workload/performance data to ELT	
	- Review of updated performance data and division strategic plans - Preparation of preliminary proposals for expansion or reductions: <ul style="list-style-type: none"> • New program or program expansion proposals • Program reduction proposals at 1% and 3% levels • Enhanced revenue opportunities 	- Colleges and other Campus Divisions
January 27, 2017	- Food service and housing rates due from units	- Various Campus Units - Budget Office
February 1, 2017	- Food service and housing rates due to BOR	- Budget Office - Executive Leadership Team
February 3, 2017	- Submissions of Program Change Forms to ELT - reductions @ 3% and expansion proposals	- Campus division heads
February 2017	- Planning meetings to discuss expansion and reduction proposals	- Individual ELT Members with Respective Division Heads
1st Week in March 2017	- Distribution/confirmation of base budget figures (via "Form 1") - Preliminary Salary Plans available (BUD707) via IBS Original Budget System (February versions of BUD707 provided upon request)	- Budget Office & Campus Units
February through early March 2017	- Review of updated performance measures, revenue projections, and budget outlook - Review of campus unit preliminary proposals for increases and reductions and determine priorities for program expansion and funding reallocations - Preliminary expansion and/or reduction targets to campus divisions	- Executive Leadership Team
March 3, 2017	- President's meeting with Chancellor and BOR staff on budget	- President and staff with Chancellor
March 3, 2017	- Submission of Form 2 requests and backup documents to ELT to include items tentatively approved by ELT members	- Campus Units - Executive Leadership Team
3 Working Days before Strategic Planning Mtgs	- Submission of full presentations to <u>Budget Office's assigned budget analyst</u> for strategic planning meetings with Executive Leadership Team	- Campus Units
March 9th & 13th, 2017*	- Strategic planning and budget presentation meetings	- Deans/Other Division Heads - Executive Leadership Team
Late March	- Approval of Appropriations Bill (pending Governor's vetoes)	- General Assembly
March 31, 2017	- Approvals of reductions and increases pending final BOR approvals - Communication of preliminary allocations to units (pending receipt of Original Budget information from BOR)	- ELT - Budget Office
1st Week in April 2017	- Form 1 revisions to campus units based on March BA	- Budget Office
April 11, 2017	- OneBudget system open to campus - Final salary plans available to campus units via OneBudget (Bud707) - Preliminary merit guidelines to campus	- Budget Office
April 13, 2017	- Detailed Budget instructions and merit policy to campus units	- Budget Office
April 18, 2017	- Approval of: state allocations, tuition levels, mandatory/other fees - Approval of merit raise policy - Finalize elective fees (President approval and BOR review)	- Board of Regents (pending General Assembly Appropriations Act approval)
April 21, 2017	- Issuance of Georgia Tech's final merit raise policy - Allocation of raise pool funding to divisions	- Office of the President - Budget Office
Late April 2017	- Final budget approval/allocations to units for Original Budget	- Office of the President
April 26, 2017	- Detailed Original Budget submissions due via oneBudget	- Campus Units
May 5, 2017	- E-rates submission to BOR	- GT Professional Education - Budget Office
May 5, 2017	- Original Budget submission to BOR: online submission - Original Budget submission: detailed schedules	- Budget Office
May 16, 2017	- Final BOR approval of FY18 Original Budget	- BOR
July thru Sept 2017 & Mid-February, 2018	- Additional Fiscal 2018 allocations (or reductions) to units, per budget status (following final fall and spring enrollment results)	- Exec Leadership Team

When	What	Who
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*** Schedule of Strategic Planning Meetings with Executive Leadership Team for Fiscal Year 2018**

Date/Time	Division/College
Thursday 3/9, 8:30 - 9:00	Institute Diversity
Thursday 3/9, 9:00 - 9:30	College of Design
Thursday 3/9, 9:30 - 10:00	College of Computing
Thursday 3/9, 10:00 - 10:30	Office of Development
Thursday 3/9, 10:30 - 11:00	Student Life
Thursday 3/9, 11:00 - 11:30	Scheller College of Business
Monday 3/13, 8:30 - 9:00	Government and Community Relations
Monday 3/13, 9:00 - 9:30	College of Engineering
Monday 3/13, 9:30 - 10:00	College of Sciences
Monday 3/13, 10:00 - 10:30	Ivan Allen College
Monday 3/13, 10:30 - 11:00	Alumni Association
Monday 3/13, 11:00 - 11:30	Institute Communications
Monday 3/13, 2:00 - 2:30	Professional Education
Monday 3/13, 2:30 - 3:00	Library
Monday 3/13, 3:00 - 3:30	EVP Research
Monday 3/13, 3:30 - 4:00	Provost Office
Monday 3/13, 4:00 - 4:30	ELT Discussion of Presentations
Thursday, 3/16, 2:00 - 4:00	ELT Presentations - Executive Direct Reports