

Georgia Tech Budget Calendar  
Fiscal Years 2018 & 2019

<b>Color Code:</b>	<b>FY18 Current Year</b>
<b>FY19 Budget Preparation</b>	<b>FY18 Campus Bud Am'ents</b>
<b>FY19 Tuition/Fee/Aux Plan Subs</b>	<b>FY20 Bud Prep</b>

When	What	Who
July 7, 2017	- Submission of projection data & budget development templates to BOR:	- Budget Office
	- Projected new square footage	- Capital Plg & Space Mgt
	- Projected health insurance and retiree fringe benefits	- Office of Human Resources
July 28, 2017	- Budget Amendment - Internal	- Budget Office
August 4, 2017	- Budget Amendment - Capital	- Budget Office
August 9 - 18, 2017	- Budget Amendment - Campus	- Budget Office - Campus Users
	- Annual Expenditure Report to BOR	- Budget Office
August 28, 2017	- Annual Expenditure Report to BOR	- Budget Office
September 8, 2017	- 5-year Auxiliary Plan instructions issued	- BOR
September 8 - 15, 2017	- Budget Amendment - Campus	- Budget Office - Campus Users
	- First Quarter budget amendment due to BOR	- Budget Office
September 22, 2017	- First Quarter budget amendment due to BOR	- Budget Office
September 2017	- Budget Hearing instructions issue	- BOR
October 2017	- Revenue projection instructions issued	- BOR
October 2, 2017	- Mandatory Fee, Professional Program Tuition, Graduate Tuition, E-Rate, Misc. Fee, and Housing & Food Svcs request instructions issued	- BOR
October 6 - 13, 2017	- Budget Amendment - Campus	- Budget Office - Campus Users
	- First Quarter financial reports to BOR	- Budget Office
October 13, 2017	- First Quarter financial reports to BOR	- Budget Office
November 7 - 16, 2017	- Budget Amendment - Campus	- Budget Office - Campus Users
	- Housing Data Due to BOR	- Campus Services - Budget Office
November 6, 2017	- Housing Data Due to BOR	- Campus Services - Budget Office
November 15, 2017	- Preliminary budget instructions to units	- Budget Office - Exec Leadership Team (ELT)
November 17, 2017	- Budget hearing narratives due to BOR	- Budget Office, Institute Research & Planning (IRP) - Ofc of the President
November 30, 2017	- Dining Data Due to BOR	- Campus Services - Budget Office
December 1, 2017	- Revenue projections to BOR	- Budget Office
1st week in December	- Fee Committee recommendations to President	- Mandatory Student Fee Advisory Committee
December 4, 2017	- Elective fee requests due from units	- Various Campus Units
	- Housing & Dining Elective Fee proposals due to Budget Office	- Budget Office
December 8, 2017	- Auxiliary business plans due to Budget Office	- Campus Services - Budget Office
December 15, 2017	- Submission of mandatory fee requests to BOR	- Mandatory Student Fee Advisory Committee - President
	- Submission of elective fee requests to BOR (incl Housing & Dining)	- Campus Services - Budget Office - EVP A&F
	- Submission of 5-year auxiliary plans to BOR	- Campus Services - Budget Office - EVP A&F
December 15, 2017	- Second Quarter budget amendment due to BOR	- Budget Office
December 18, 2017	- Tuition Differential proposals due to Budget Office	- Various Campus Units
January 5, 2018	- Preliminary calendar and budget instructions issued to campus	- Budget Office
January 9 - 16, 2018	- Budget Amendment - Campus	- Budget Office - Campus Users
January 19, 2018	- Base graduate and professional program rates to BOR	- Selected Departments - Budget/Provost Offices - Exec Leadership Team
January 15, 2018	- Second Quarter financial reports to BOR	- Budget Office
January through February 2018	- Update of current/future year financial projections and budget outlook	- Budget Office
	- Updated enrollment and other workload/performance data to ELT	- Institutional Research & Planning
	- Review of updated performance data and division strategic plans	- Colleges and other Campus Divisions
	- Preparation of preliminary proposals for expansion or reductions:	
	<ul style="list-style-type: none"> <li>• New program or program expansion proposals</li> <li>• Program reduction proposals at 1% and 3% levels</li> <li>• Enhanced revenue opportunities</li> </ul>	
<ul style="list-style-type: none"> <li>- Program Reduction Form submissions to ELT - @ 1% and 3%</li> <li>- New Increase Proposal submissions to ELT (per instructions by individual ELT member)</li> </ul>	- Campus division heads	
February 2018	- Planning meetings to discuss expansion and reduction proposals	- Individual ELT Members with Respective Division Heads
February 6 - 13, 2018	- Budget Amendment - Campus	- Budget Office - Campus Users

When	What	Who
1st two Weeks of March 2018	- 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) - Preliminary Salary Plans issued (enhanced BUD707) via oneBudget	- Budget Office - Campus Units
February through early March 2018	- Review of updated performance measures, revenue projections, "must pay" items, and overall budget outlook - ELT members' review of preliminary campus unit proposals for increases and reductions and determination of priorities for expansion & reallocations - Preliminary expansion and/or reduction targets sent to campus divisions	- Executive Leadership Team - Budget Office
March 1, 2018	- Submission of Form 2 requests and backup documents to ELT - Submission of Form 2A for items tentatively pre-approved by ELT	- Campus Units - Executive Leadership Team
March 8, 2018	- Mandatory budget kickoff session for oneBudget users and division finance directors	- Budget Office - Campus Units
March 8, 2018	- President's meeting with Chancellor and BOR staff on budget (9:00 - 9:45)	- President and staff with Chancellor
March 6 - 13, 2018	- Budget Amendment - Campus	- Budget Office - Campus Users
3 Working Days before Strategic Planning Mtgs	- Submission of full presentations to <i>Budget Office's assigned budget analyst</i> for strategic planning meetings with Executive Leadership Team	- Campus Units
March 16 & 19, 2018	- Strategic planning and budget presentation meetings	- Deans/Other Division Heads - Executive Leadership Team
March 16, 2018	- Third Quarter budget amendment due to BOR	- Budget Office
Late March 2018	- Approval of Appropriations Bill (pending Governor's vetoes)	- General Assembly
March 31, 2018	- ELT approval of redirections and increases pending final BOR allocation and tuition/fee approvals	- ELT - Budget Office
1st Week in April 2018	- Communication of preliminary allocations and redirections to units - Form 1 revisions to campus units based on March BA & FY19 decisions	- Budget Office
April 10, 12, 16, 18, 2018	- Optional hands-on budget workshops for oneBudget users	- Budget Office
April 9, 2018	- 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 13, 2018	- Third Quarter financial reports to BOR	- Budget Office
April 17, 2018	- 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 2018	- Final budget approval/allocations to units for Original Budget	- Office of the President
April 27, 2018	- Detailed Original Budget submissions due via oneBudget	- Campus Units
TBD	- E-rates submission to BOR	- GT Professional Education - Budget Office
May 4, 2018	- Original Budget submission to BOR: online submission & detailed scheds.	- Budget Office
May TBD, 2018	- Budget Amendment - Campus	- Budget Office - Campus Users
May 15, 2018	- Final BOR approval of FY18 Original Budget	- BOR
June 1, 2018	- Initial Annual Operating Budget submitted to OPB	- BOR
June 2018	- Information request to institutions: new square footage, health insurance, new retirees projections for FY20 budget development (due July)	- BOR
June TBD, 2018	- Budget Amendment - Campus	- Budget Office - Campus Users
June 22, 2018	- Final budget amendments due to BOR	- Budget Office
July thru Sept 2018 & Mid-February, 2019	- Additional Fiscal 2019 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 2019**

Date/Time	Division/College
3/16 - 8:00 AM	College of Computing
3/16 - 8:30 AM	Government and Community Relations
3/16 - 9:00 AM	College of Design
3/16 - 9:30 AM	College of Sciences
3/16 - 10:00 AM	Office of Development
3/16 - 10:30 AM	Scheller College of Business
3/16 - 1:00 PM	Institute Communications
3/16 - 1:30 PM	Student Life
3/16 - 2:00 PM	Alumni Association
3/19 - 8:30 AM	Ivan Allen College
3/19 - 9:00 AM	Library
3/19 - 9:30 AM	GT Professional Education
3/19 - 10:00 AM	Institute Diversity
3/19 - 10:30 AM	College of Engineering
3/19 - 1:00 PM	EVP Research
3/19 - 1:30 PM	Provost
3/19 - 2:00 PM	EVP Administration and Finance