

**Georgia Tech Budget Calendar - FY20 Preparation**  
**Fiscal Years 2019 and 2020**

<b>Color Code:</b>	<b>FY19 Current Year</b>
<b>FY20 Budget Preparation</b>	<b>FY20 Campus Budget Am'ents</b>
<b>FY20 Tuition/Fee/Aux Plan Subs</b>	<b>FY21 Budget Preparation</b>

<b>When</b>	<b>What</b>	<b>Who</b>
July 2, 2018	- 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 (M&O due July 9th)	- Office of Human Resources
July 28, 2018	- Budget Amendment - Internal	- Budget Office
August 4, 2018	- Budget Amendment - Capital	- Budget Office
August 10 - 20, 2018	- Budget Amendment - Campus	- Budget Office - Campus Users
August 27, 2018	- FY 2018 Annual Expenditure Report (AER) to BOR	- Budget Office
September 8, 2018	- 5-year Auxiliary Plan instructions issued	- BOR
September 7 - 14, 2018	- Budget Amendment - Campus	- Budget Office - Campus Users
September 18, 2018	- First Quarter budget amendment due to BOR	- Budget Office
September 2018	- Budget Hearing instructions issued	- BOR
October 2018	- Revenue projection instructions issued	- BOR
October 2, 2018	- Mandatory Fee, Professional Program Tuition, Graduate Tuition, E-Rate, Misc. Fee, and Housing & Food Svcs request instructions issued	- BOR
October 9- 15, 2018	- Budget Amendment - Campus	- Budget Office - Campus Users
October 17, 2018	- First Quarter financial reports to BOR	- Budget Office
November 7 - 15, 2018	- Budget Amendment - Campus	- Budget Office - Campus Users
November 6, 2018	- Housing data to BOR	- Campus Services - Budget Office
November 13, 2018	- Submission of budget data and narratives to BOR	- Budget Office, Institute Research & Planning (IRP) - Ofc of the President
November 30, 2018	- Dining Data Due to BOR	- Campus Services - Budget Office
December 4, 2018	- Revenue projections to BOR	- Budget Office
December 6, 2018	- Budget hearing with Chancellor	- President & ELT - Selected other Staff
December 4, 2018	- Elective fee requests due from units - Housing & Dining Elective Fee proposals due to Budget Office	- Various Campus Units - Budget Office
December 7, 2018	- Auxiliary business plans due to Budget Office	- Campus Services - Budget Office
December 14, 2018	- Submission of mandatory fee requests to BOR	- Mandatory Student Fee Advisory Committee - President
	- Submission to BOR fee requests requiring BOR approval (including 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 18, 2018	- Second Quarter budget amendment due to BOR	- Budget Office
December 18, 2018	- Tuition Differential proposals due to Budget Office	- Various Campus Units
December 6 -13, 2018	- Budget Amendment - Campus	- Budget Office - Campus Users
January 8 - 17, 2019	- Budget Amendment - Campus	- Budget Office - Campus Users
January 11, 2019	- Base graduate and professional program rates to BOR	- Selected Departments - Budget/Provost Offices - Exec Leadership Team
January 15, 2019	- Second Quarter financial reports to BOR	- Budget Office
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
	- <u>Submissions/planning meetings required with individual ELT members:</u>	
	• Review of updated performance data & college/division strategic plans	
	• Evaluation of results from new funding allocated in current year	
	• New program or program expansion proposals	
• Funding re-direction to address administrative improvements		
• Enhanced revenue opportunities		
		- Deans & other Division Heads - Individual ELT Members

<u>When</u>	<u>What</u>	<u>Who</u>
January 14, 2019 (depts) February 1, 2019 (to BOR)	- Elective fees & special charges (miscellaneous fees)	- Selected Departments - Budget/Provost Offices
February 6 - 13, 2019	- Budget Amendment - Campus	- Budget Office - Campus Users
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) - Preliminary salary plans & merit tool issued via oneBudget - Preliminary expansion and/or redirection targets to campus divisions	- 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
March 6 - 15, 2019	- 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 18, 25, 2019*	- Strategic planning and budget presentation meetings	- Deans/Other Division Heads - Executive Leadership Team
March 19, 2019	- Third Quarter budget amendment due to BOR	- Budget Office
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)
April 18, 2019	- Third Quarter financial reports to BOR	- Budget Office
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 TBD, 2019	- Budget Amendment - Campus	- Budget Office - Campus Users
May 14, 2019	- Final BOR approval of FY20 Original Budget	- BOR
June 1, 2019	- Initial Annual Operating Budget submitted to OPB	- BOR
June 2019	- Information request to institutions: new square footage, health insurance, new retirees projections for FY20 budget development (due July)	- BOR
June TBD, 2019	- Budget Amendment - Campus	- Budget Office - Campus Users
June 21, 2019	- Final budget amendments due to BOR	- Budget Office
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

<b>Monday, March 18</b>	
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

<b>Monday, March 25</b>	
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