

## TENTATIVE FY 2011-12 BUDGET TIMETABLE

February	Preparation for student fees recommendations begins. The UT System Budget Office sends guidelines and analysis worksheets to the business officers of the campuses/units with student fees.
March	Campuses/units with student fees submit the <u>draft</u> form of the analysis worksheet to the UT System Budget Office.
April	Campuses/units with student fees submit the <u>final</u> analysis worksheet to the UT System Budget Office.
April-May	Campus/unit visits will be scheduled to review each entity's budget proposals (President and Chief Financial Officer meet with the Chancellor or Chief Administrator and the Chief Business Officer).
April-May	<p>PROPOSED BUDGET preparation begins in IRIS. Version X01, Proposed Budget, will be available in IRIS. Base budget will be loaded for each campus/unit in Version B09, Base Budget. Version X01 will be loaded with base budget data or current budget data, if requested.</p> <p>Position reports should be printed from IRIS for review and adjustments.</p> <p>Campus/unit business offices may modify funding sources for employees and give salary increases to students. All other adjustments will be submitted following standard operating procedures.</p>
April	Salary Budget daily sync process starts.
April 26	PROBABLE BUDGET Unallocated Balances. Memorandum due to the UT System Budget Office to explain the percent unallocated fund balances of total expenditures and transfers that are not within the acceptable range. E & G unallocated balances should be between 2.0 and 3.5 percent and Auxiliary unallocated balances should be between 2.0 and 4.0 percent. Please send a copy to the Coordinator.
April 27	PROBABLE BUDGET FINALIZED. The current budget will be copied to Version V04, Probable Budget, at 6:00 p.m. EST. Version V04 will be closed to changes.

- May 1                   Version X01 and the Salary Budget System will be closed. ZFBUD002 transaction will be locked. Campus/unit business offices must use FR52 to make budget adjustments in Version X01.
- Materials necessary for preparation of the Proposed Budget Analysis will be mailed to each campus/unit.
- May 6                   Version X01 will be copied to Version X02, Proposed Budget, at 6:00 p.m. EST. Only Campus/Unit Business Office Personnel will be allowed access to Version X02.
- Salary budget will be finalized by the campuses and units by 6:00 p.m. EST. Daily sync process ends. HR and Payroll will not process any forms on May 5 unless requested to do so by the campus/unit business office. Campuses and units will run their final Salary Budget Reports, including THEC reports.
- SALARY BUDGET DATA WILL BE FROZEN AFTER 6:00 P.M. EST.
- Only position data will be frozen. On May 8, HR and Payroll will resume processing forms and the holder detail will start to change.
- May 11                  PROPOSED BUDGET Unallocated Balances. Memorandum due to the UT System Budget Office to explain the percent unallocated fund balances of total expenditures and transfers that are not within the acceptable range. E & G unallocated balances should be between 2.0 and 3.5 percent and Auxiliary unallocated balances should be between 2.10 and 4.0 percent. Please send a copy to the Coordinator.
- May 11                  PROPOSED BUDGET WILL BE FINALIZED BY THE CAMPUSES AND UNITS.
- Version X02 will be copied to Version X03 at 6:00 p.m. EST. Only UT System Budget Office will be allowed access to Version X03.
- May 15-21              Campuses and units will submit the completed Proposed Budget Analysis forms to the UT System Budget Office.
- UT System Budget Office will review and finalize the University Budget.
- May 22-June 1        UT System Budget Office will prepare the Budget Document.
- June 1                  Version X03 will be copied to Version V01, Proposed Budget, and closed to all revisions.

- June 1 Budget Document schedules and graphics sent to Graphic Arts.
- June 7 Budget Document overview sent to Graphic Arts for completion of the Budget Document.
- June 14 Budget Document will be mailed to Board Members.
- June 19 UT System Budget Office forwards guidelines and THEC forms for campus/unit portions of reporting original budget and Personnel/Average Salary data to THEC.
- June 22-23 UT Board of Trustees meeting, Knoxville
- June 26 UT approved budgets transmitted to THEC and Finance and Administration.
- July 5-9 Campuses/units will submit their completed THEC reports on the Original budget to the UT System Budget Office. The UT System Budget Office will send campus/unit reports prepared by the UT System Budget Office to the Campus Business Officers for verification and prepare the necessary total University reports. UT System Budget Office will send the finalized reports to THEC.