

**The University of Tennessee at Chattanooga**  
**Budget Planning Process Timeline**  
**FY 2018-19**

August 2017 (Late)	Preliminary FY 2017 year-end financial report sent to the Chancellor.
September 2017 (Early)	Final FY 2017 year-end financial report presented to the Chancellor, along with the Executive Leadership Team.
October 2017	Campus units begin the budget planning process. All requests should be aligned with the institutional strategic plan and established priorities.
November 17, 2017	UPRAC meeting consisting of: <ol style="list-style-type: none"><li>1) FY 2017 year-end financial report</li><li>2) FY 2019 projected budget and tuition models</li><li>3) FY 2019 budget priorities discussion</li><li>4) FY 2019 division budget template review</li></ol>
December 15, 2017	Units and departments work together with division heads to develop budget priorities. Unit/department/college budgets supplied to division budget manager to draft aggregate division budget request.
January 31, 2018	Division and college heads determine overall budget request priorities working with appropriate Vice Chancellors. Mandatory, lab, course or other specialized fees should be submitted, including those approved through the curriculum development process.
February 15, 2018	Executive Leadership Team meets and works to prioritize investment requests.
February 2018 (late)	UPRAC meets to discuss investment priorities as proposed by Vice Chancellors and provides input.

March 2018 (early)	Budget priorities presented to the Chancellor. Document presented to the Chancellor will include an agreed upon salary pool for the upcoming fiscal year.
March 2018 (mid)	Executive Leadership Team finalizes proposed budget.
April 2018 (Late)	Chancellor hosts town hall meeting to share proposed budget with campus.
May 2018	UT System to Campus visit to present proposed budget.
June 2018	UT Board of Trustees approves proposed budget.