

UNIVERSITY OF NORTHERN IOWA
Budget Planning Steps - Summary

Month	Step	Planning Steps
AUGUST	1	Divisional Budget Planning Processes begin
		<i>Budget Request & Prioritization Process</i> initiated with form and instructions forwarded to Divisions/Departments with completion date of Jan. 31
	2	
	3	Preliminary enrollment projections and tuition rate increase estimated
	4	Planning scenarios are developed
	5	Next FY <i>Appropriation Request</i> finalized for submission to Board
	6	Next FY <i>Capital Appropriation Request</i> for submission to Board
SEPTEMBER	7	Vet new <i>Tuition Rate Proposal</i>
	8	Vet new and revised <i>Mandatory Fee Proposals</i>
	9	Academic Units initiate Program review
	10	Executive Management Team reviews/revises plan for alignment with institutional priorities (updated monthly)
OCTOBER	11	Academic Units complete Program review with recommendations
	12	Submit Tuition and Mandatory Fee requests to Board
	13	Legislative Fiscal Committee presentation
	14	Update planning scenarios based on resource and expenditure assumptions
NOVEMBER	15	Continue budget topic discussions with Faculty Senate and P&S Council (continues through year)
DECEMBER	16	Governor conducts budget hearings
JANUARY	17	Governor's Office completes budget hearings and formulates recommendations/scenarios updated with Governor's budget
	18	Legislature convenes/reply to legislative requests and comment on legislation
	19	Governor delivers State of the State message including Regents budget recommendations/scenarios updated with Governor's budget
	20	Prepare comprehensive report of Budget Requests w initial prioritization
FEBRUARY	21	Executive Management Team approves which Budget Requests will be included for budget planning
	22	Initiate budget discussions with Faculty Senate and P&S Council
MARCH	23	Share 'near final' draft of budget decisions made by President and Executive Management Team
	24	Apply results of bargaining agreements to budget scenarios
	25	Request final feedback from Faculty Senate and P&S Council on budget plan
APRIL	26	Board approves tuition and fees/resource scenarios updated as needed
	27	Distribute <i>Self-Support Funds Budget Worksheets</i> to all divisions/departments
	28	<i>Budget Issues</i> documented and submitted to Board
	29	Allocate new resources and reallocate existing resources per approved plan
MAY	30	Salary policy for all employee groups presented to the Board
	31	Distribute <i>Salary Increase Worksheets</i>
	32	Self-Support Fund Worksheet budgets due
	33	Final proposed budget determined based on Legislative appropriations and Governor's action
	34	Salary Increase Worksheets due
JUNE	35	Communicate final approved budget to University community