

TROY UNIVERSITY
2008-09 Budget Preparation Calendar
(TENTATIVE)

FEBRUARY 2008

Departmental personnel documents will be distributed to budget officers for review and accuracy of positions to be budgeted. Each cost center will verify the accuracy of personnel assigned to approved positions and the approved vacancies in the cost center.

Briefings will be held with new budget officers and administrators to inform them of the procedures in the budget planning and preparation processes.

FEBRUARY 15

Enrollment growth will be determined and an estimate of tuition revenue will be calculated.

FEBRUARY 20

First draft of the projected revenue budget will be due.

FEBRUARY 29

Responsibility tree will be reviewed and adjusted to organizational structure.

MARCH 7

The Budget Director will prepare preliminary guidelines for budget requests and documents for use during the input stage. All budget officers will receive a budget folder that will include these guidelines and budget printouts with prior and current year budget information. All proposed budget increases must relate to departmental goals and objectives.

MARCH 10

An estimate of the tuition increase for 2008-09 will be determined.

APRIL

Budget officers will enter departmental budget requests into the Budget Management Module and complete the hard copy information in the unit budget folder so that it can be passed up the chain of command for review. Budget training sessions will be made available for budget officers needing assistance.

The Budget Director will serve as a contact for assistance in the submission of departmental requests. The Budget Director will review departmental budget requests with current and prior year budget information. All budget requests that exceed the previous years' request will require a justification for the increase.

MAY 12-31

Senior vice chancellors, the Vice Chancellor for Finance and Business Services, and the Athletic Director will review all requested budgets in areas of their responsibility. They will have access to the justifications presented by cost center managers and the comments of deans and directors who reviewed these justifications. Such comments will be available electronically and in the hard copy budget folders. The Vice Chancellor of Finance and Business Services and the Budget Director will review all requested budgets for questionable areas of concern and provide "exceptions" reports to senior vice chancellors so they may readily identify budget problem areas.

JUNE 2-6

The budget recommendations will be submitted to the Vice Chancellor for Finance and Business Services. The Vice Chancellor for Finance and Business Services runs the budget requests against the projected revenue and determines the degree to which requested expenditures exceed projected revenues. "Exceptions" reports are built for each senior vice chancellor, the Vice Chancellor for Finance and Business Services and the Athletic Director identifying budget areas that are creating excessive expenditures.

JUNE 9-16

The Vice Chancellor for Finance and Business Services will meet with each senior vice chancellor and the Athletic Director to negotiate necessary reductions in unit expenditures that result in a balanced budget. If there are no budget reductions necessary for a particular division, then the budgets submitted in step 7 by the vice chancellor will be considered as his/her final recommendation.

JUNE 17-29

The Budget Director will finalize all budget officer input as approved by the Vice Chancellor for Finance and Business Services and prepare the budget for presentation to the Chancellor.

JUNE 30 – JULY 3

The Chancellor will review and, as necessary, amend the budget. He will request that it be prepared for submission to the Board of Trustees.

JULY 7 – JULY 31

At some pre-determined point during this period, the Board of Trustees will meet to approve the budget, and subsequently it will be posted to the general ledger.