Fiscal Year 2017-2018 Budget Preparation and Analysis Timeline
for Budget Managers

November 4, 2016	Email distribution to Budget Managers to kickoff technology, capital (furniture, equipment and renovation) and non-recurring operating expense budget request process.
December 16, 2016	Deadline for electronic submission of departmental technology, capital (furniture, equipment and renovation) and non-recurring operating expense budget requests

January 10, 2017	Email distribution to Budget Managers to kickoff operating budget process

- Sign-up begins for FY18 Budget Preparation Working Sessions
  - o January 24 12:30pm – 2:00pm
  - o January 25 2:00pm – 3:30pm
  - o January 26 10:00am – 11:30am

Colleague Budget Management Module now available for entering operating budgets

January 24-26, 2017	Budget Preparation Working Sessions in LB240
February 3, 2017	Deadline for student salary, work study and/or operating expense budget increases to be reviewed and approved by the Deans and VP's
February 8, 2017	Deadline for electronic submission of student salaries and work study budget requests Deadline for submission of operating expense budgets into Colleague Budget Management Module by Budget Managers

- Lockdown of Colleague Budget Management Module
- Data collected will be analyzed and distributed to Deans and VP's

February 17, 2017	**DRAFT** operating expense budget reports distributed to Deans and VP's

- Analytics and reporting provided by Controller's office
- Deans and VP's to review and send final adjustments to Controller's office

February 24, 2017	Submission deadline for final revisions to Controller's office
March 3, 2017	**FINAL** operating expense budget reports distributed to Deans and VP's