

TROY UNIVERSITY
2015 Budget Preparation Calendar
FY 2013-14

2014

JANUARY - FEBRUARY

Preparation of the Budget Responsibility Tree and other technical and maintenance procedures will be performed.

Budget Responsibility setup will be completed and the 2014-15 base budget will be created in the Budget Management Module. This will enable budget officers to access their appropriate responsibilities in the Datatel Budget Management Module once it has been released. The Budget Office staff will compile preliminary guidelines for budget requests and documents for use during the input stage.

MARCH

Budget officers will receive guidelines and budget information with prior and current year budget information. All proposed budget increases MUST be justified and MUST relate to departmental strategic initiatives for 2015.

Budget officers will enter departmental budget requests into the Budget Management Module. Budget training sessions will be made available for budget officers needing assistance. The Budget Office staff will serve as contact for assistance in the submission of departmental requests. The Budget Office staff will monitor and review all budget entries. All budget requests that exceed the previous years' request will require justification.

Enrollment growth will be determined and an estimate of tuition revenue will be calculated; the first draft of the projected revenue budget will be completed.

Projected revenue budget will be available at the current tuition rates. Tuition rates for 2014-15 may not be available until May 2015.

All budget input will occur during the entire month of March.

APRIL 1-11

Dean and director level review and approval of division budgets will occur; deans and directors will have access to the justifications presented by cost center managers and their comments as entered in the justification notes.

APRIL 12-30

SVC level review and approval of division budgets will occur; SVC's will have access to the justifications presented by cost center managers and the comments of deans and directors who reviewed these justifications.

APRIL

Budget Office staff will thoroughly review all requested budgets for accuracy and will note deviations/variations of requests in relation to the current expenditure budget.

MAY 5

All budget recommendations will be submitted to the Senior Vice Chancellor for Finance and Business Affairs for review. The total amount of expenditure budget requests will be calculated and compared to the projected revenue budget and the degree to which requested expenditures exceed projected revenues will be determined.

MAY 12-23

The Senior Vice Chancellor for Finance and Business Affairs will meet with senior vice chancellors and the Athletic Director to negotiate necessary reductions in unit expenditures that will result in a balanced budget. If there are no budget reductions necessary for a particular division, then the budget requests submitted will be considered as final recommendations.

MAY 24-30

The Budget Director will finalize all budget officer input as approved by the Senior Vice Chancellor for Finance and Business Affairs. Many comparison reports will be generated and presentations will be completed for the Chancellor's review.

JUNE 2

The Chancellor will review and amend the budget if necessary.

Mid JULY

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 2015 General Ledger.

Dates presented above may vary during the preparation cycle as unforeseen circumstances may occur.