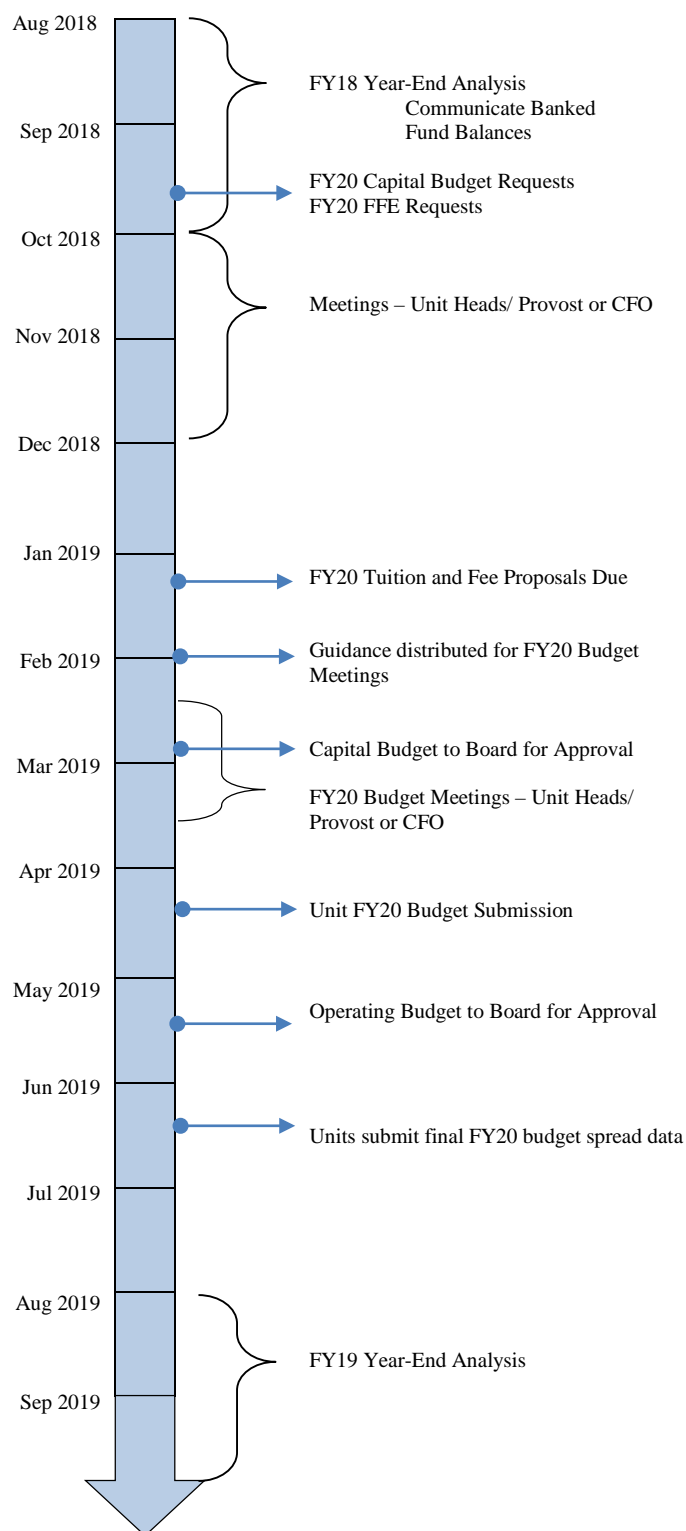


**The University of Chicago
Annual Calendar – Budget Office Timeline
(Fiscal Year 2019) rev. 1/2019**

Timeline



Description

August/September 2018 (FY18 Budget Calendar)

Budget Office completes analysis to determine FY18 end-of-year performance, measured as FY18 actuals (final) vs. FY18 Budget. Unit FY18 surpluses and deficits are determined and Banked Fund balances are communicated.

September 2018 (FY19 Budget Calendar)

- Units submit capital budget proposals for FY20 to the Budget Office. These include all requests for central funding for projects and all unit-funded proposals over \$250,000. (Unit funded projects greater than \$100,000 require Budget Office approval.)
- Units submit FFE Requests for FY20.

October/November 2018

Units meet with the Provost or the CFO and the Budget Office (as required) to review FY18 Actuals and FY19 Q1 Actuals, to discuss FY19 and FY20 budget issues, and to review FY20 capital budget proposals. Academic units also provide an update on FY19 enrollments and faculty appointments.

January 2019

- Guidance for FY20 Budget Meetings provided to units.
- Units submit FY20 tuition and fee proposals for review by the Provost and approval at the March Trustee meeting.
- Budget Office provides projection or estimates for FY20 budget assumptions (i.e. fringe, space allocations, budget targets, tuition allocation, etc.) by Jan 31.

February/March 2019

- From mid-February to mid-March, units review FY19 Q2 Projections and FY20 operating budget proposals with the Provost and the Budget Office.
- Capital budget sent to Board for approval.

April 2019

Units submit budgets for FY20 to the Budget Office in Delphi.

May 2019

The Trustees approve the final FY20 operating budget.

June 2019

- Units submit monthly spread for FY20 budget.
- FY20 Budget Letters sent to units.

July 2019 (FY19 Calendar)

Close activities, year-end transfers, account clean-up, final entries.

August/September 2019 (FY19 Calendar)

Budget Office completes analysis to determine FY19 end-of-year performance, measured as FY19 actuals (final) vs. FY19 Budget. Unit FY19 surpluses and deficits are determined and Banked Fund balances are communicated.

Notes:

- Dates for monthly items, deliverables and reports are provided in detail on the Budget Office FY2019 Schedule of Monthly Budget Items, Meetings & Deliverables