

Annual Budget Calendar: Fiscal Year 2019-20

as of 9/3/19

* Key Dates	Dates	
July, 2019		
	07/01/19	Budget Implementation and loading
August, 2019		
	08/29/19	<i>Budget Advisory Committee Meeting 1:30 - 3:30pm - Location Chambers West Dining Room. Review the new calendar with BAC for comment and input. BAC Meetings to be held the last Thursday of the month</i>
	08/20/19	Begin review/reporting HS Concurrent results
	08/30/19	Notification of Budget Calendar to campus community and put on Budget website for reference. Special note of fee proposal deadlines, calendar deadlines for all budgets
	08/30/19	OZK Ozark: Distribute annual budget request forms
<u>Other Notes</u>		
Executive Council begins planning FY21 Strategic Planning Initiatives (August through November, 2019)		

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September, 2019		
	09/25/19	Budget Advisory Committee Meeting 1:30 - 3:30pm - Location Chambers West Dining Room.
	TBD	Sub-Committee Meetings
	09/05/19	11th Class Day
	09/06/19	Revenue, Scholarship, and HS Concurrent analysis
	09/30/19	Checkpoint with VPAF on status of future year budget
<div style="border: 1px solid black; padding: 5px; margin: 10px auto; width: fit-content;"> <p style="text-align: center; margin: 0;">Other Notes</p> <p style="margin: 0;">HS Concurrent for Fall - evaluate projections for current fiscal year</p> </div>		
October, 2019		
	10/30/19	Budget Advisory Committee Meeting 1:30 - 3:30pm - Location TBD. Need Report out from Committee Chairs to include new items for consideration in the FY21 budget so they can be communicated through to Executive Council
*	TBD	Sub-Committee Meetings
*	10/01/19	Enrollment Projection from Dr. Bedsole for current and next fiscal year
	10/01/19	Scholarship expense projection provided by Dr. Bedsole, for current and next fiscal year
*	10/15/19	Deadline for all Fee Increases to be submitted to Fee Committee for review
	10/18/19	OZK Ozark: Budget request forms due to Fiscal Affairs
	10/21 - 11/15	OZK Ozark: Budget meetings with Chief Officers, Program Chairs and Staff

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	10/25/19	Work with Human Resources on projection for benefit expenses for FY21
November, 2019		
	11/21/19	<i>Budget Advisory Committee Meeting 1:30 - 3:30pm - Location Chambers West Dining Room.</i>
	TBD	<i>Sub-Committee Meetings</i>
	11/01/19	Fee Committee Meeting
	11/01/19	(HR) Projection for benefit expenses for FY21
	11/05/19	Fee Committee Meeting again if needed
	11/15/19	Begin working on Revenue Projection for new fiscal year.
	11/22/19	All new fees approved for next fiscal year (by the Fee Sub-committee and the BAC)
*	11/27/19	Strategic Planning New Initiatives submitted to Budget Director
	11/27/19	New Insurance Rates provided by HR to Budget

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December, 2019	
	<i>Budget Advisory Committee Meeting 1:30 - 3:30pm - Location Chambers West Dining Room.</i>
	<i>TBD Sub-Committee Meetings</i>
	12/02/19 Deadline for all personnel changes for next fiscal year to be submitted to Human Resources
	12/03/19 OZK Ozark: Preliminary revenue & expense budget due to Chancellor
	12/2 - 12/16 Personnel & Compensation Committee meet to review personnel changes for new fiscal year
	12/02/19 Multi-Year Budget Projection for 3 years plus current
	12/2 - 12/23 <u>Budget Revenue and Expense projections to be developed during December</u> , new revenues and expense, to include base budget changes, restoring prior year base budget, new capital expense (debt service), strategic initiatives, employee raise estimates for 1%, 2%, 3%, and promotion and tenure, and any other priorities.
	12/20/19 Checkpoint with VPAF on status of budget
	12/23/19 Enrollment Projection from Dr. Bedsole for current and next fiscal year
	12/23/19 Scholarship expense projection provided by Dr. Bedsole, for current and next fiscal year

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January, 2020		
	01/30/20	Budget Advisory Committee Meeting 1:30 - 3:30pm - Location Chambers West Dining Room.
	TBD	Sub-Committee Meetings
	1/2 - 1/9	AUX Budget Staff prepare Auxiliary Budgets as needed
	01/09/20	AUX Send Auxiliary Budgets to Directors
*	01/07/20	<p>Provide to Executive Council:</p> <ul style="list-style-type: none"> * Finalize first budget projections and provide to Executive Council, new revenues and expense, to include base budget changes, restoring prior year base budget, strategic initiatives, employee raise estimates for 1%, 2%, 3%, and promotion and tenure, and any other priorities. * Prepare summary of all new fees, their rate increases - tuition and fee summary - draft form * Year End projection comparing actual to budget
	1/9 -1/16	OZK Ozark: Review proposed budgets with Chief Officers, Program Chairs and Staff
	1/7 - 1/ 24	Executive Council meets, reviews budget projections, reviews revisions
	01/24/20	<p><u>Executive Council decisions completed:</u></p> <p>Tuition and Fees</p> <p>Any other new revenues</p> <p>New expenses, including base budget changes, strategic planning initiatives, departmental requests, etc.</p> <p>Employee COLA and other raises decided by January 24 as well.</p>
	1/24 - 1/30	Budget staff working on VP budgets to be sent out
	01/31/20	OZK Ozark: Final budget presented to Chancellor
	01/31/20	Complete 3-year Capital Budget Plan

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	01/31/20	Budget staff working on new FOAP lists to send to Accounting for setup

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February, 2020		
	02/27/20	Budget Advisory Committee Meeting 1:30 - 3:30pm - Location Chambers West Dining Room. (will include VP presentation to the BAC for projected new expenses for FY21)
	TBD	Sub-Committee Meetings
	01/31/20	Send budgets to each VP or Auxiliary Director
	01/31/20	AUX Send budgets to each VP or Auxiliary Director
	1/31 - 2/14	AUX Deadline for Food Service to have final budget to budget office
	1/31 - 2/14	AUX Deadline for Post Office, Bookstore to have final budget to budget office
	1/31 - 2/14	AUX Deadline for Athletics to have final budget to budget office
	02/03/20	AUX Deadline for Residence Life to have final budget to budget office
	02/03/20	AUX Deadline for Health & Wellness to have final budget to budget office
	02/03/20	AUX Deadline for Student Union and Rec. Center to have final budget to budget office
	1/31 - 2/14	President, Advancement, Student Affairs,...VP's review the budgets and make budget decisions
	1/31 - 2/21	VPAA and VPAF review budgets and make budget decisions
	02/14/20	OZK Ozark: Final budget and spreadsheets due to Russellville
	2/19 - 3/17	Budget office to finalize budget development
March, 2020		
	2/19 - 3/17	Budget office to finalize budget development
	03/20/20	Budget Advisory Committee Meeting 9:00 - 11:00am - Location Chambers West Dining Room - review final budget summary
	TBD	Sub-Committee Meetings
	03/18/20	Begin final budget check, including VPAF review, and Executive Council
	03/25/20	Begin printing budget books

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	03/31/20	Printed Budget Complete, Final Budgets Delivered to Executive Council
April, 2020		
	04/30/20	<i>Budget Advisory Committee Meeting 1:30 - 3:30pm - Location Chambers West Dining Room - to review final budget as needed</i>
	TBD	<i>Sub-Committee Meetings</i>
	4/1 - 5/1	Continue to maintain personnel changes to be brought to the Board of Trustees.
May, 2020		
	05/28/20	<i>Budget Advisory Committee Meeting 1:30 - 3:30pm - Location Chambers West Dining Room.</i>
	05/14/19	Board of Trustees meeting - review of FY21 budget
June, 2020		
	TBD	<i>Budget Advisory Committee Meeting</i>