Mid October  
Open for Access:  
- Fee Portal Open for Fee requests and justifications: Course and Administrative Fees (previously known as Non-Instructional fee request) (due Nov 16, 2018)  
  ➢ Two year requests (FY20 and FY21)

October 22  
Send to RCs:  
- Credit hours and FTE detail for FY20 assessments (changes due Nov 30, 2018)  
- Space detail will be available mid-January

Late October  
In lieu of Fall FA, please review income expense projections internally for any reallocation needs

November 16  
Due from RCs:  
- Portal for Course and Administrative fee requests closes at day end

November 30  
Due from RCs:  
- Changes to assessment detail (credit hours & FTE)

Early December  
Request from RCs:  
- Identification of all base transfers anticipating any reorganization or reallocation plans (due Jan 3, 2019)

Mid-December  
Send to RCs:  
- Approved Non-instructional fee rates distributed (FY20 and FY21)

January 3  
Due from RCs:  
- Identification of all base transfers anticipating any reorganization or reallocation plans

Mid-January  
Send to RCs:  
- Space detail for FY20 assessments (changes due Feb 1, 2019)

February 1  
Due from RCs:  
- Changes to space detail for FY20 assessments
February 4
Open for Access:
- Non-instructional fee income & other incidental income (INC INC) (due March 19, 2019)
  ➢ FY19 estimates, FY20 projections, and FY21 projections
- 2019-20 credit hour enrollment estimates (due March 25, 2019)

Late February
Academic units meet with budget office to review undergraduate credit hour projections

Feb 20-Mar 8
Budget Conferences with Provost

March 12
Send to RCs:
- Projected Benefit Rates for FY20

March 19
Due from RCs:
- Non-instructional fee income & other incidental income (INC INC)
  ➢ FY19 estimates, FY20 projections, and FY21 projections

March 25
Send to RCs:
- Draft salary policy (FY20 & FY21)
- Projected assessment and UA tax assumptions

Due from RCs:
- 2019-20 credit hour enrollment estimates

Early April
Open for access:
- Fee Portal Open for Fee requests and justifications: graduate, professional, distance education, and other mandatory fees (due April 12, 2019)
  ➢ Two year requests (FY20 and FY21)

Send to RCs:
- University fiscal analysis and multiyear expense planning (due April 19, 2019)

April 1
Freeze BL Base – no transfers between RCs after this date
April 11  **Official University Freeze** – no internal transfers within RCs
- **Budget Construction Environment Open**

April 12  Due from RCs:
- Portal for Fee rate requests: graduate, professional, distance education and other mandatory fee requests and justifications closes at day end

April 19  Due from RCs:
- University fiscal analysis and multiyear expense planning, uses of reserves, and uses of interest income

Week of May 19  Send to RCs:
- Instructions & Guidelines, Official Salary Policy
- Income Allocation – **Campus will load all income**
- Assessments and University tax
- Revenue projection/valuation reports – V1 Report (Constant effective rates escalated by RECOMMENDED fee rate percentage changes)

May 27  Due from RCs:
- Budget Construction Complete at RC Level/Budget Pulled to Campus
- RC level narrative

May 29  Union negotiations completed

June 13-14  Trustees Approve Budget

June 14  Budget and Salary Loads

Week of June 17  Salary letters and departmental work papers available

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**Notes:** Thanksgiving Nov 22nd; BL Spring Term begins Jan 7th; BL Spring Break Mar 11th-15th