

**UNIVERSITY OF ROCHESTER
OFFICE OF BUDGETS AND PLANNING
FY 2015 PLANNING CALENDAR**

DATE	ACTION
2013	
September/October 2013	
Sept 27th	Benefit Budget Requests Issued
October 1st	Preliminary Budget Development/Planning Factors
October 1st	Effort Study Requests Issued
October 17th after September Close	Roll IBS to FY15
October 23rd	Division Budget Guidelines and Templates Distributed
October 25th	Benefit Budgets Due
October 30th	Central Allocations 5 yr Forecast/Assumptions Updated
October 30th	Update/Review Allocation Bases for FY15
November 2013	
November 1st	IBS open for Facilities
November 1st	Effort Studies Due
November 15th	Divisional Salary Projections FY14/FY15 Due
November 18th	Capital Budget Guidelines and Packages Distributed
December 2013	
December 9th	IBS open for all departments
December 16th	Central Admin Operating Budget Guidelines and Packages Distributed
December 16th - 20th	Preliminary Division Budget Meetings
December 20th	FY15 Benefit Rates submitted to Government for Approval
2014	
January 2014	
January 6th	FY15 Benefit Rates and Wage/Salary Guidelines Issued
January 13th	Central Admin Operating Budgets Due
January 7th - 21st	Sr VP & CFO Budget Review Meetings
January 31st	Capital Budgets Due
February 2014	
February 4th	Central Allocations Review Meeting
February 14th	Tuition Recommendations Due
February 21st	Final Endowment Modeling based on Dec 31 2013 market values
February 4th - 27th	Division Budget President's Review Meeting #2
February 28th	Preliminary Central Allocations distributed to Divisions after President's approval
February 28th	FY15 Division Budget Detail Templates Distributed
March 2014	
March 17th	Division Endowment Budget Templates Distributed
March 21st	FY15 Division Detail Budget Templates Due
March 13th-14th BOT Meeting	Presentation to Board of Trustees of Proposed Tuition, Room & Board for approval
April 2014	
April 9th	Review of Proposed Capital and Operating Budgets by Faculty Budget Committee
April 22nd	Review of Proposed Capital Budget by Facilities Committee
April 30th	Division Endowment Budget Templates Due
May 2014	
May 1st	Review of Proposed Capital and Operating Budgets by Financial Planning Committee
May 8th	Mailing date for Board of Trustees Budget Information
May 15th-16th BOT Meeting	Approval of Final Capital and Operating Budgets by Board of Trustees
May 19th	Final Central Allocations distributed to Divisions
May 26th	SME/Prorate Update Requests Sent
May 30th	Division IBS Input Due - Budget review prior to Workday upload
June 2014	
June TBD	Conversion to Workday/Review of FY15 Budget Detail
June TBD	FY15 Budget Approval Letters Distributed
June TBD	SME/Prorate Updates Due