

UFV 2014-15 Budget Timeline

2014-15 Key Budget Date	Key Budget Tasks
May - August	Budget office prepares draft Budget Principles and Timeline; Principles will consider the Strategic Plan; Ed plan; Enrolment Mgmt plan;
June - August	Planning Document Preparation Work Budget office to calculate 2014-15 contractual and mandatory obligations and prepare preliminary budget position; Letter of Expectations; environmental scan; demographics and key drivers; FTE and registration trends .
August (TBD) Present to President's Exec	Budget Principles
August (TBD) Email/present to SAG	
Thurs. Aug 29 Present to SBC	
Fri, Sept 13 Present to Senate	
Fri, Sept 20 Disribute to SUS Exec/FSA	
Tues, Sept 24 Present to Finance Committee of Board	
Thurs, Oct 3 Present to Board	
Fri, Oct 11 To APPC Thurs., Nov 7 or 14 To Senate To Board	Education Plan
October (TBD)	Budget Forum - Update of preliminary position
October 1st	Release of Preliminary Budget position, Draft Budget Principles 2014-15 and Budget Template packages to Budget Account Managers for preparation of 2014-2015 Budget Submissions.
Oct 1 - Oct 31	Consultation and discussions between Budget Account Managers and their Senior Administrator. Budget Office to be a resource and provide information and assistance to Budget Account Managers to complete submissions; presentations at dept meetings as necessary. Budget Account Managers to submit budget submissions to appropriate Senior Administrator.
Nov 1 - 16	Senior Administrators to prepare budget packages for budget presentation; could include coordination with other depts., consolidation of requests, and collation of packages (e.g. Dean's council meeting to align academic budget presentations)
Tues, Nov 19	Last date for Senior Administrators to send budget submissions to Budget Office
Nov 26 to Dec 7	Presentations to Senior Budget Committee (VP's, CFO) of short form plan and summary of budget submission (20 minute presentation, 20 minutes questions). Budget department to rebuild budget documents and collate revisions, if any.
Tues, Jan 14 PEM/VP's	Update of preliminary budget plan
Thurs, Jan 30 Present to Senate Budget Committee	Update of the budget status; include preliminary projections
Tues, Feb 4 Present to SAG	Update of the budget status; include preliminary projections
February (TBD)	Budget Forum - Update of budget status
Feb 3 - 10	Senior Budget Committee to finalize deliberations; Prepare the consolidated Budget Plan for recommendation and approvals
Feb 10 - 17	Budget Office to prepare Budget 2014-2015 Recommendation Package, consolidate budget data, prepare narrative budget details
Tues, Feb 18	Budget reviewed at President's Executive - edits to budget package prior to further distribution
Friday, Feb 21 Email to SAG	Recommended Budget 2014-2015 presented Balanced budget plan with detailed allocation of resources, link to strategic priorities, impact on students, employees, and strategic goals
Thurs, Feb 27 Senate Budget Committee	
TBD Budget Advisory Committee (FSA/SUS)	
Tues, Mar 11 SAG	
Fri, Mar 14 Senate	
Tues, Mar 25 Board Finance and Audit Committee	
Thurs, Apr 3 Board of Governors	
April - May	Presentation of UFV Approved Budget 2014-15; Distribution to account holders, posted in FAST, web links