JULY

Year End close
  Reconcile Campus reserves
  Reconcile VCAF Reserves
  Reconcile campus holdings
  Reserve Balances
  Fee Balances
Set Up
  Inflationary increases
  Campus Investments
  Retrospective funding
FOPPS Request review
ePARS Approvals
Compensation tables

AUGUST

Continue with Set Up
Initiate student fee process
Send out reserve/fee balances
  Compensation Tables to System
FOPPS Request review
ePARS Approvals
FOPPS Request review
ePARS Approvals
Request Efficiencies from campus departments

SEPTEMBER

Personnel Roster and Departmental Budget
CFWD
Spending Plans
Tuition & Fee Survey
F&A Analysis/Distribution
Benefits Analysis
Salary Sweeps
GF Budget to Actuals analysis
Auxiliary Budget to Actuals analysis
Benefits Analysis
BDB
Tuition Analysis
GAR Analysis
System Roster
Student Fee History Analysis
Historical Budget Spreadsheet
Budget Fast Facts - Actuals
Budget Fast Facts - Current year budget
Enrollment Tables to System
Spending Plans due to Budget Office
BOR MEETING SEPT 7-8 AMC CAMPUS
  Compensation Report
  Fall Enrollment update
FOPPS Request review
ePARS Approvals
Efficiencies updates from campus departments due to Budget Office

OCTOBER
  CFWD Report and Spending plans to LT
  CFWD/UNP Report to System
  Campus Efficiency Update to System
  BDB to System
  GF Budget to Actuals analysis
  Auxiliary Budget to Actuals analysis
  Benefits Analysis
  Base Budget Model Update
  Tuition Analysis
  Salary Sweeps
  Campus Commitments
  Strategic Plan update
  Schedule ABRs
  Pull data for ABRs; complete spreadsheets
  Send ABR spreadsheets to campus departments
  Begin on S&Us
    College level
    Department level
BOR MEETING 10/18 GRANT STREET TENTATIVE
FOPPS Request review
ePARS Approvals

NOVEMBER
  Student Fee proposals due to Budget Office
  Student Fee Proposal presentation to Provost/VCAF
  GF Budget to Actuals analysis
  Auxiliary Budget to Actuals analysis
  Benefits Analysis
  Base Budget Model Update
  Continue on S&Us
  Continue on ABRs
  Salary Sweeps
  Campus Commitments
  Student Fee Audit
BOR MEETING NOV 16-17 BOULDER CAMPUS
  Financial Aid presentation
UNP/CFWD Report
Efficiency Update
FOPPS Request review
ePARS Approvals
ABR documents due to Budget Office

DECEMBER
Student Fee Proposals to Chancellor
Student Fee Template prep
Budget Templates
ABR presentations
GF Budget to Actuals analysis
Auxiliary Budget to Actuals analysis
Benefits Analysis
Base Budget Model Update
Tuition Analysis
Salary Sweeps
Campus Commitments
BOR MEETING 12/6 GRANT STREET TENTATIVE
FOPPS Request review
ePARS Approvals

JANUARY
Sources & Uses to System
Budget Templates to System
Student Fee Templates to System
Budget Initiative Fact Sheets to System
Tuition, Fees, & Compensation briefing
Salary Increase Report Initial campus meeting
GF Budget to Actuals analysis
Auxiliary Budget to Actuals analysis
Benefits Analysis
Base Budget Model Update
Salary Sweeps
Campus Commitments
Fiscal Notes/Legislative process
BOR RETREAT JAN 18-19
Annual Indicators
Budget discussion
FOPPS Request review
ePARS Approvals

FEBRUARY
GF Budget to Actuals analysis
Benefits Analysis
SIR
   *Initial review of SIR Eligibility worksheets*
Base Budget Model Update
Institutional Fee Plan
Tuition Analysis
Salary Sweeps
Campus Commitments
Fiscal Notes/Legislative process
**BOR MEETING FEB 8-9 DENVER CAMPUS**
   *Tuition*
   *Fees*
   *Compensation*
FOPPS Request review
ePARS Approvals
Request FY 19 Auxiliary Budgets
**Deadline to enter continuing SALARY BJE**

**MARCH**
   *Final Tuition and Fee Tables to System*
*Tuition, Fees, and Compensation Presentation to System*
GF Budget to Actuals analysis
Auxiliary Budget to Actuals analysis
Benefits Analysis
SIR
Base Budget Model Update
Tuition Analysis
Base Budget Fee Analysis
Salary Sweeps
Year end close preparation
   **Deadline to enter CONT BJE**s into the financial system
Campus Commitments
Compensation Pool
Fiscal Notes/Legislative process
**BOR MEETING GRANT STREET TENTATIVE**
FOPPS Request review
ePARS Approvals
**FY 19 Auxiliary Budgets due from campus departments**

**APRIL**
Regent Tables A, B, C, D, E and F
   *Meet with Financial Aid*
   *Meet with Development*
GF Budget to Actuals analysis
Benefits Analysis
SIR
Base Budget Model Update
Salary Sweeps
Year end close preparation
  Deadline to transfer GF balances to Plant w/o taxation
Campus Commitments
Auxiliary Budget Upload
Fiscal Notes/Legislative process
Regent Materials
BOR MEETING APRIL 5-6 COLORADO SPRINGS CAMPUS
  Tuition Resolution
  Fee Resolution
  Compensation Action
FOPPS Request review
ePARS Approvals

MAY
  Budget Notebooks to System
  GF Budget to Actuals analysis
  Auxiliary Budget to Actuals analysis
  Benefits Analysis
  SIR
  Base Budget Model Update
  Tuition Analysis
  Salary Sweeps
  Year end close preparation
  Campus Commitments
  Auxiliary Budget Upload
  Fiscal Notes/Legislative process
  Regent Materials
BOR MEETING 10-16 GRANT STREET TENTATIVE
  FOPPS Request review
ePARS Approvals
  Final SIR to Chancellor for approval

JUNE
  GF Budget to Actuals analysis
  Auxiliary Budget to Actuals analysis
  Benefits Analysis
  SIR - final to HR for upload
  Base Budget Model Update
  Tuition Analysis
  COF/FFS Reconciliation
  Salary Sweeps
  Year End close - ALL BUDGET ADJUSTMENTS MUST BE DONE BY SECOND CLOSE!!
Auxiliary budgets to match actuals
Revenue budgets must equal revenue actuals
Transfer budgets must equal transfer actuals
Balances over $10K on general fund ledgers to reserves (fund 72s)

Campus Commitments
Auxiliary Budget Upload
Fiscal Notes/Legislative process
Classified Salary increase upload

BOR MEETING JUNE 21-22 BOULDER
   Budget Notebooks
   Debt Report
   Two-year Cash lists
FOPPS Request review
ePARS Approvals