

# University of Colorado Colorado Springs

## Administration and Finance

### Budget & Finance Activity Calendar

2016-2017

Last updated 9/15/16

#### September

1. Board of Regents Meeting, UCCS: September 8 and 9
  - a. Compensation Report
  - b. Preliminary Census Report
2. UBAC, September 13
3. Integrate Census data into budget model
  - a. Review tuition mix
  - b. Balance budget to cash actuals and receivables.
4. Begin revisions to Retrospective Budget Allocation Model
  - a. Detailed tracking of targeted pro forma actuals
  - b. Identify and fund mandatories for FY 16-17
5. Close Fiscal Year 2016
6. Begin update to FY 16 actuals documents
7. Finalize FY 2017 set up and open budget ledgers
8. Finalize Institutional Aid Plans for FY 17-18
9. Initial request for FY 17-18 fee proposals
10. Spending plans due to Budget Office – Sept. 30 (for all fund 72 balances, general fund fee balances and auxiliary units with net cash position greater than \$500,000)
11. Budget Fast Facts due to SVCAF – Sept. 30 (Budget Office will prepare)

#### October

1. UBAC, October 6
2. Preliminary FY 17-18 budget modeling
  - a. Tuition planning
  - b. Compensation planning
  - c. Expenditure estimates
3. Sources and Uses
4. Carryforward report with spending plans to LT; this is generated by the Budget Office
5. Weekend University Distribution

#### November

**1. UBAC, November 3**

2. Board of Regents Meeting, Anschutz campus: November 10 and 11
  - a. Unrestricted Net Position Report
3. HLC visit on November 14 and 15
4. Continue working on FY 17-18 budget model
5. Fee proposals – due to Budget Office no later than Nov. 30
  - a. Finalize course , program, and activity fee proposals
  - b. Finalize housing rates for FY 17-18

**December**

1. UCCS Budget Reviews, December 5-7
2. UBAC, December 15
3. End of Term (December into January)
  - a. Data clean-up from census
  - b. Balance budget to cash actuals
4. Retrospective Budget Allocation Model
  - a. Finalize pro forma actuals
  - b. Review mandatory allocations
5. Continue working on FY 17-18 budget model
6. Leadership Team Approval of Fees and Housing Rates TBA

**January**

**Note: General Assembly**

1. Board of Regents Winter Retreat—TBA
- 2. UBAC, January 26**
3. FY 17-18 budget documents due to BOR Office, approximately mid-January
  - a. Compensation
  - b. Tuition
  - c. Student fees: including activity, course, program fees
  - d. Housing rates, including board rates
  - e. Five year budget template
4. Audit of course and program fee use, fall 2016

**February**

**1. UBAC, February 9**

2. Spring Census
  - a. Update budget model
  - b. Review tuition mix
  - c. Balance budget to cash actuals and receivables.
3. Revisions to Retrospective Budget Allocation Model

- a. Detailed tracking of targeted pro forma actuals
  - b. Identify and fund mandatories for FY 16-17
- 4. Board of Regents Meeting, CU Boulder, February 16 and 17
  - a. Tuition and fees
  - b. Compensation
- 5. UBAC, February 23
- 6. Begin Salary Increase Report process

### **March**

- 1. UBAC , March 9
- 2. Finalize FY 17-18 budget for submission to BOR office, mid-March
  - a. FY 16-17 estimates
  - b. FY 17-18 budget
- 3. Begin year end closing protocols
- 4. Fee base budget reconciliation performed by Budget Office
- 5. Weekend University Distribution

### **April**

- 1. Board of Regents Meeting, CU Denver, April 6-7
  - a. Final decision from BOR on tuition, fees and compensation (unless done at a special meeting in March).
  - b. First look at FY 17-18 budget
  - c. First estimate of FY 16-17 actuals
- 2. UBAC, April 13
- 3. UBAC, April 27
- 4. Close continuing general fund ledgers for FY 16-17

### **May**

- 1. UBAC, May 11
- 2. End of Spring Term
  - a. Data clean-up from census
  - b. Balance budget to cash actuals
- 3. Retrospective Budget Allocation Model
  - a. Finalize pro forma actuals
  - b. Review mandatory allocations
- 4. Fiscal Year End clean up
- 5. Prepare documents for June BOR meeting
  - a. FY 16-17 estimates
  - b. FY 17-18 budget

## June

1. Summer Census
2. Fiscal Year End June 30
3. Board of Regents Meeting, UCCS, June 15-16
  - a. FY 16-17 estimates decision
  - b. FY 17-18 budget decision

## July

1. Fiscal year end

## August

1. Fiscal Year End
2. Prepare documents for September BOR meeting
  - a. Compensation
  - b. Estimated enrollment
3. Initial informational email regarding student fees