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