

How to read this PLANNING matrix:

The 7 major PLANNING "events" are listed at the top of the column

The due dates are listed chronologically in the left hand column

Either - look at a PLANNING event and follow the due dates; or - look at the due dates and see the PLANNING task

There may be several "events" with due dates on the same day

If the due date is "xx" that indicates that it hasn't been scheduled yet; if the date is red, it is a university commitment/deadline

Dates will be added/changed as the year progresses. Generally speaking, events happen around the same time every year.

18-19	Stride to 2024/CAR Budget Actions
19-20	Compensation Studies
20-21	"New Budget Model"
Maintenance Tasks	

New, Dynamic Processes. Will be updated as more planning is completed

	<u>EQUIPMENT</u>	<u>18-19 YEAR-IN-REVIEW</u>	<u>19-20 LOOK AHEAD & MANAGEMENT</u>	<u>20-21 BUDGET DEVELOPMENT</u>	<u>STRIDE TO 2024/CAR BUDGET ACTIONS</u>	<u>COMPENSATION STUDIES</u>	<u>"NEW BUDGET MODEL"</u>
July 3rd	Budget & Planning published prioritized 19-20 (+ 2 years) Equipment Budget Request to Executive Council						
July 11th	Executive Council reviewed and approved 19-20 Equipment Budget Request. Items that were not approved because they exceeded the criteria threshold will be reviewed in October.						
July 31st				All Revenue-Generating Units begin their expense/ enrollment/volume/rate analysis and proposals for 2020-21 (+ 2 years, if applicable)			
LAST DAY FOR JOURNAL ENTRIES/APPROPRIATIONS: AUGUST 7TH by 2PM							
August 12th	Budget & Planning published approved 19-20 Equipment Budget Request (for 7/1/19 thru 3/31/20 acquisition)						
CABINET MEETING: AUGUST 28TH							
August 28th			Budget & Planning published FY20 Budget Book	President/CFO announced suspension of traditional budget increment process for 2020-21			
September 8th			Budget Administrators complete review of Hyperion/Noetix/Budget Book and process appropriations, as needed.				Budget & Planning begins exploration of utilizing Hyperion to facilitate as-is Huron Budget Model.
LAST DAY FOR JOURNAL ENTRIES/APPROPRIATIONS: SEPTEMBER 9TH by 2PM							
September 11th	Pull Final 18-19 Executive Council-Approved Equipment Actuals (i.e., "FO Approved"). Adjust for NMxfers as needed	Pull 18-19 Actuals: 10000, 20000, E, N, F sources. Prepare 18-19 Year-in-Review Templates; review internally prior to VP Review on 9/27 (2+ weeks)		2020-21 Undergraduate tuition rate proposal is presented to the Provost by UG Enrollment			
September 13th		Budget Administrators prepare Final Status Report on use of Increment Funds received in 18-19 Budget Request process (ONLY for those who received additional non-merit, non-financial aid increases) thru 06/30/19. Recommend corrective action(s); return of funding.	Budget Administrators document 19-20 Resources Available: 10000, 20000, E, N, F sources. Prepare 19-20 Resources Available Templates; review internally prior to VP Review on 9/27 (2+ weeks)	2020-21 Undergraduate tuition rate proposal is presented to the Dean's Council for review and feedback by UG Enrollment/Budget & Planning			
September 18th		Budget Administrators submit Final Status Report on use of 18-19 increment funds to VP for review.					

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September 23rd				Graduate, Law and Auxiliary units submit their completed and accurate analysis and 2020-21 rate proposals to their respective VPs and Budgets & Planning			
September 25th		VPs complete review of use of 18-19 Increment Funds. VPs prepare and submit consolidated Final Status Report on use of 18-19 Increment Funds to Budget & Planning					
September 27th	Submit Final 18-19 "FO Approved" Equipment Actuals to VP for review, discussion and consolidation prior to final consolidated report to Budget & Planning on 10/11 (2 weeks)	Submit Final 18-19 Year-In-Review Summary Templates to VP for review, discussion and consolidation prior to final consolidated report to Budget & Planning on 10/11 (2 weeks)	Submit 19-20 Resources Available Summary Templates to VP for review, discussion and consolidation prior to final consolidated report to Budget & Planning on 10/11 (2 weeks)	Vice-Presidents complete review of 2020-21 volume/ rate analysis for all non-tuition fees (Auxiliaries & Self-funded programs) and submit final recommendations to Budget & Planning.			
September 30th				Budget & Planning publishes consolidated list of all proposed 2020-21 tuition and fees to Strategic Leadership Team. Calculates distribution of additional revenue between labor & financial aid.			
October 1st				Strategic Leadership Team reviews and finalizes 2020-21 Rates and Fees Proposals prior to Cabinet presentation			
October 2nd		Budget & Planning publishes Final Surplus/Reserve Report for 18-19.	Budget Administrators identify enrollment impact(s) on revenue & expense budgets; initiate corrective actions/path(s) forward				
October 4th		Budget & Planning publishes Final 18-19 Tuition Remission Actuals (+ trends)					
October 6th				Budget & Planning completes coordination of newly-identified Stride to 2024/CAR savings that have been identified and approved YTD prior to processing appropriations.	<p>This will be scheduled monthly but only completed as new Stride to 2024 actions are approved. Budget & Planning will communicate/coordinate with Budget Administrators to provide advance notice of VP-Approved Stride to 2024 appropriations that will be processed that month. The budget cuts are being identified and communicated to Budget & Planning at the Project Code/Expenditure Type level and will be processed at the identified Project Code/Expenditure Type. Please note: since many of the actions that are being approved are based on ACTUALS, it is vital that your budgets accurately reflect your actuals. For example, if you are not budgeting for Postage (an example) in a specific Project Code, but you actually spend \$10,000 on Postage in that Project Code, you're going to have a problem. If a budget reduction in Postage in that Project Code is identified, you <u>will be required</u> to process a permanent appropriation to correct your budget so that you do not end up with a negative budget in that Project Code.</p>		
LAST DAY FOR SEPTEMBER JOURNAL ENTRIES/APPROPRIATIONS: OCTOBER 7TH by 2PM							
October 7th		Budget & Planning publishes Final Summary Report regarding use of 18-19 Increment Funds.		Human Resources provides preliminary recommendations of 2020-21 salary merit increases (subject to final input from Compensation consultants)			
October 11th	VPs submit consolidated Final 18-19 "FO Approved" Equipment Actuals to Budget & Planning	VPs submit consolidated Final 18-19 Year-in-Review Templates to Budget & Planning	VPs submit consolidated 19-20 Resources Available Templates to Budget & Planning				Budget Administrators identify excess resources that can be reallocated to meet highest university priorities in FY20 and beyond. Communicate findings to Budget & Planning
October 18th	Budget & Planning publishes Final 18-19 "FO Approved" Equipment Actuals	Budget & Planning publishes 18-19 Year-in-Review Summary Template.	Budget & Planning publishes 19-20 Resources Available Summary Template to Strategic Leadership Council				
CABINET MEETING: OCTOBER 22ND							

	<u>EQUIPMENT</u>	<u>18-19 YEAR-IN-REVIEW</u>	<u>19-20 LOOK AHEAD & MANAGEMENT</u>	<u>20-21 BUDGET DEVELOPMENT</u>	<u>STRIDE TO 2024/CAR BUDGET ACTIONS</u>	<u>COMPENSATION STUDIES</u>	<u>"NEW BUDGET MODEL"</u>
October 22nd (Cabinet)				Budget & Planning presents ALL 2020-21 Proposed Rates and Fees Proposals to Cabinet			
October tbd			Budget & Planning reviews 19-20 Budget Book with Senate Budget Committee.	Budget & Planning presents ALL 2020-21 Proposed Rates and Fees Proposals to Senate Budget Committee in preparation for 10/24 Senate meeting			
October 24th (Faculty Senate)				Budget & Planning presents ALL 2020-21 Proposed Rates and Fees Proposals to Faculty Senate			
tbd						HR provides financial analysis of budget impact of Compensation Studies and recommended implementation plan	This assumes that there will be sufficient Stride to 2024 savings to fund the Compensation Studies results and implementation plan.
October 18th			Budget Administrators complete YTD analysis of all revenue and non-labor expenses and process appropriations and/or journal entries.				
October 25th			Budget Administrators complete YTD labor analysis and process labor appropriations and/or journal entries.				
Nov 6th				Budget & Planning completes coordination of newly-identified Stride to 2024/CAR savings that have been identified and approved YTD prior to processing appropriations.		Multiple sets of non-financial data (e.g. FTE, Sq Ft, Credit Hrs) is used in the Huron Budget Model. Budget & Planning will identify the custodians of the data and agree upon a schedule and process for reviewing the data prior to use in the model.	Budget & Planning completes data-gathering and review of all data used in allocation of revenues and indirect expenses. Documents findings, discrepancies, conflicts.
LAST DAY FOR OCTOBER JOURNAL ENTRIES/APPROPRIATIONS: NOVEMBER 7TH by 2PM							
November 7th				Strategic Leadership Team approves ALL 2020-21 Proposed Rates and Fees, utilizing feedback from Cabinet and Senate forums		An important element in the Huron Budget Model is a method of understanding Support Unit services and value, in addition to cost. We will have a universal format, but each area will have unique measures.	Support Unit Budget Administrators receive instructions on pilot program to develop Service Level Agreements and financial analysis/presentation for (1/10/20 completion)
November tbd				University Budget Team approves ALL 2020-21 Proposed Rates and Fees, utilizing feedback from Cabinet, Senate and Strategic Leadership Team			
November 20th				Budget & Planning delivers Resolution for all 2020-21 Rates and Fees to the President's Office for inclusion in Board of Trustees materials			
HOLIDAY: NOVEMBER 28th - 29th							
December 5th					Budget & Planning completes coordination of newly-identified Stride to 2024/CAR savings that have been identified and approved YTD.		
LAST DAY FOR NOVEMBER JOURNAL ENTRIES/APPROPRIATIONS: DECEMBER 6TH by 2PM							
BOARD OF TRUSTEES FINANCE COMMITTEE MEETING: DECEMBER 12TH							

	<u>EQUIPMENT</u>	<u>18-19 YEAR-IN-REVIEW</u>	<u>19-20 LOOK AHEAD & MANAGEMENT</u>	<u>20-21 BUDGET DEVELOPMENT</u>	<u>STRIDE TO 2024/CAR BUDGET ACTIONS</u>	<u>COMPENSATION STUDIES</u>	<u>"NEW BUDGET MODEL"</u>
December 11th	Budget Administrators review YTD November FO Approved Equipment Actuals; initiate corrective actions and submit a status report to VP and Budget & Planning						
December 12th				Board Finance Committee approves all Proposed 2020-21 Rates and Fees			
December 13th				Board of Trustees approves all Proposed 2020-21 Rates and Fees			
December 13th			Budget Administrators complete YTD analysis of all revenue and non-labor expenses and process appropriations and/or journal entries.	Board of Trustees approves all Proposed 2020-21 Rates and Fees			
December 20th			Budget Administrators complete YTD labor analysis and process labor appropriations and/or journal entries.			In the interest of transparency, accuracy and attribution, Budget & Planning will break down the Huron Budget Model to the most significant level of information to ensure that everyone understands the methodology and that it is well documented.	Budget & Planning completes review of existing Huron Budget Model allocations, assumptions, data sources, etc. Highlights findings. Documents recommendations.
HOLIDAY/BREAK: DECEMBER 24th - JANUARY 1st							
January 7th					Budget & Planning completes coordination of newly-identified Stride to 2024/CAR savings that have been identified and approved YTD prior to processing appropriations.		
LAST DAY FOR DECEMBER JOURNAL ENTRIES/APPROPRIATIONS: JANUARY 8TH by 2PM							
January 10th			Budget Administrators prepare Status Report on use of Increment Funds received in 19-20 Budget Request process (ONLY for those who received additional non-merit, non-financial aid increases) thru 12/31/19. Recommend corrective action(s); return of funding.				
January 17th			Budget Administrators submit 19-20 Status Report on use of 19-20 increment funds to VP for review.			The Huron Budget Model was based on 17-18 Actuals. Budget & Planning will apply the model to the 19-20 Baseline Budget and publish the results. Time permitting, 18-19 Actuals will also be applied to the model.	Budget & Planning completes pro-forma report of existing Huron Budget Model using 19-20 Budget. Highlights findings. Documents recommendations.
Mid-January						Once the non-financial allocation data has been identified and the Budget Model cost details have been highlighted, the original Budget Model team will have the opportunity to review and evaluate the outcome of applying the model to the 19-20 Baseline Budget. Recommendations to improve the model prior to further review will be discussed.	Budget & Planning reconvenes original Huron Budget Model team and presents analysis of current data in Huron Budget Model; makes recommendations regarding allocations, assumptions, data sources, etc.
January 24th			VPs complete review of use of 19-20 Increment Funds. VPs prepare and submit consolidated 19-20 Status Report on use of 19-20 Increment Funds to Budget & Planning				
January 31st			Budget & Planning publishes summary report regarding use of 19-20 Increment Funds to University Budget Committee				Form Governance Committee

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JANUARY/FEBRUARY	Budget Administrators initiate Equipment Budget Request for 20-21 (+ 2 years), in accordance with all process guidelines.					Budget & Planning will further refine the Budget Model, based on input from the original committee and Governance Committee before proceeding further.	Budget & Planning reconvenes original Huron Budget Model team AND new Governance Committee to review final Budget Model allocation methodologies and projected outcomes (using 19-20 budget)
February 5th			Budget Administrators identify enrollment impact(s) on revenue & expense budgets; initiate corrective actions/path(s) forward				
February 6th					Budget & Planning completes coordination of newly-identified Stride to 2024/CAR savings that have been identified and approved YTD prior to processing appropriations.	Budget & Planning processes budget appropriations (identified by HR) to support Compensation Studies.	
LAST DAY FOR JANUARY JOURNAL ENTRIES/APPROPRIATIONS: FEBRUARY 7TH by 2PM							
February 11th	Budget Administrators review YTD November FO Approved Equipment Actuals; initiate corrective actions and submit a status report to VP and Budget & Planning		Pull 19-20 Actuals (YTD 1/31/20): 10000, 20000, E, N, F sources. Prepare 19-20 Mid-Year-in-Review Templates; review internally prior to VP Review				
CABINET MEETING: FEBRUARY 13TH							
February 17th			Budget Administrators complete YTD analysis of all revenue and non-labor expenses and process appropriations and/or journal entries.				
February 19th			Budget Administrators submit 19-20 Mid-Year-In-Review Summary Templates to VP for review, discussion and consolidation prior to final consolidated report to Budget & Planning.			Just as it is important for Revenue-Generating-Units to understand the indirect costs they are funding, Support Units should understand who their funders are so that they can discuss service levels and expectations.	Budget & Planning publishes allocation methodologies and percentages for Support Units to use in preparing Service Level Agreement projected outcomes (using 18-19 actuals and 19-20 budget)
February 27th			VPs submit consolidated 19-20 Mid-Year-in-Review Templates to Budget & Planning				
February 28th			Budget Administrators complete YTD labor analysis and process labor appropriations and/or journal entries.				Support Units complete preparation of financial analysis and Service Level Agreements for Governance Committee.
BOARD OF TRUSTEES FINANCE COMMITTEE MEETING: FEBRUARY 27TH							
MARCH/APRIL/MAY:				20-21 Performance & Merit Review Process			
March 5th					Budget & Planning completes coordination of newly-identified Stride to 2024/CAR savings that have been identified and approved YTD prior to processing appropriations.		Budget & Planning reviews Support Unit financial analysis and Service Level Agreements.
LAST DAY FOR FEBRUARY JOURNAL ENTRIES/APPROPRIATIONS: MARCH 6TH by 2PM							

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March 13th			Budget & Planning publishes 19-20 Mid-Year-in-Review Summary Template to Strategic Leadership Council				
March 20th	Budget Administrators finalize reasonable, accurate and prioritized Equipment Budget Request for 20-21 (+ 2 years) and submit to VP for review, prioritization and consolidation.						
March 31st	All 19-20 Executive Council-Approved Equipment has been received .						
April 3rd	VPs submit consolidated and prioritized 20-21 (+2 years) Equipment Request to Budget & Planning.						
April 6th					Budget & Planning completes coordination of newly-identified Stride to 2024/CAR savings that have been identified and approved YTD prior to processing appropriations. <i>NOTE: ANY SAVINGS BEYOND THIS POINT WILL BE REFLECTED IN THE 20-21 HYPERION BUDGET LOADING PROCESS.</i>		
LAST DAY FOR MARCH JOURNAL ENTRIES/APPROPRIATIONS: APRIL 7TH by 2PM							
CABINET MEETING: APRIL 16TH							
April 13th	Budget Administrators pull 19-20 FO Approved Equipment Actuals (through 3/31); initiate corrective action and submit status report to VP and Budget & Planning. <i>NOTE: final report will be due in Sept '20.</i>		Budget Administrators complete YTD analysis of all revenue and non-labor expenses and process appropriations and/or journal entries. <i>LAST CHANCE FOR PERMANENT APPROPRIATIONS</i>				
April 17th			Budget Administrators complete YTD labor analysis and process labor appropriations and/or journal entries. <i>LAST CHANCE FOR PERMANENT APPROPRIATIONS</i>				
April 27th				Budget & Planning publishes HR Worksheets for 20-21 Merit Increases			
BOARD OF TRUSTEES FINANCE COMMITTEE MEETING: APRIL 30TH							
LAST DAY FOR APRIL JOURNAL ENTRIES/APPROPRIATIONS: MAY 7TH by 2PM							
May 8th	Budget & Planning publishes consolidated and prioritized 20-21 (+ 2 years) Equipment Budget Request for approval						
May/June	Budget Committee reviews and approves final consolidated and prioritized 20-21 Equipment Budget Request				→		University Budget Committee finalize budget allocation

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June/July	Budget & Planning publishes APPROVED 20-21 Equipment Request (for 7/1/20 thru 3/31/21 acquisition)			Budget Administrators complete Hyperion Budget loading and verification			
LAST DAY FOR MAY JOURNAL ENTRIES/APPROPRIATIONS: JUNE 5TH by 2PM							