

University of Missouri – Kansas City

Phase In Year -- FY 2008 Campus Budget Planning Calendar -- APPENDIX 7-A

Preliminary Key Budget Development Tasks

February 12	Meeting with Dean's Council to review PROPOSED FY 2008 Model and Discussion of FY 2008 Planning Assumptions and Guidelines
February 14	Meeting with Key Business Officers to discuss Planning Assumptions and Timelines
March 16	<p>All Units – Both Academic Schools and Administrative (Academic and Support Divisions) Responsibility Centers submit detailed FY 2008 Proposed Revenue and Expense Budget projections for <u>all Current Funds</u> (All Operating Fund, Auxiliary Funds, Service Operations Funds AND Restricted Gift Funds). Submission will include Responsibility Center:</p> <ul style="list-style-type: none">• Proposed FY 2008 Goals and preliminary performance measures• Proposed Uses of All Unrestricted Fund Balances• Summary of FTE and Major Changes to FTE• Enrollment Management Plans and impact to Budgets• And other items as requested in budget submission guidelines
Week of April 1	Meeting with Chancellor and UBC Committee on Proposed Budget
Early April	Chancellor Finalizes FY 2008 Model
April 5/6	Board of Curator Approval of 2008 Tuition and Fees
Week of April 9	UBC holds Budget Presentations on FY 2008 Budget Proposals with all Responsibility Center leaders (For FY 2008 – At Vice Chancellor Area – Only)
Week of April 9	Chancellor Finalizes FY 2008 Model
	UBC submits recommendations to the Chancellor on Proposed FY 2008 Budget funding priorities (based on comments/recommendations from Budget Reviews and UBC Review) for all Academic Schools and Support Divisions Responsibility Centers.
	Chancellor allocates funding for Campus Common Discretionary Funds and finalizes FY 2008 funding plan (After discussion and recommendations from UBC)
Week of April 9	Campus Budget Office provides Final Release of Funds (Based on New Model Allocations) to Schools and Administrative Division Responsibility Centers
April 14	Campus Finalizes Round 1 Budget -- ALL BUDGETS MUST BE FINALIZED
Week of April 15	UMKC Campus Budget Review and Finalization
April 20	Campus submits FY 2008 Proposed Budget to System Planning and Budget Office
Week of April 23	Final FY 2008 Funding priorities communicated to campus and final budget decisions made
End of May	Board of Curator Approval of FY 2008 Budget
Late June	Campus Summary of FY 2008 Budget In Brief including FY 2008 Performance Measures
Winter/Spring 2007	Develop reporting mechanism for Performance Measures and Improved Financial Reporting processes

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PROPOSED NEW -- Annual Budget Process Calendar (FY 2009 Budget) -- APPENDIX 7-B

<u>Target Date</u>	<u>Budget Planning and Development Tasks</u>
Early October	UMKC Campus Budget and Planning Office presents Campus Multi Year Revenue and Expense Projections and "Preliminary" Budget Planning Assumptions reviewed and discussed with Chancellor and University Budget Committee
Early November	<u>Administrative Support Unit Responsibility Centers</u> (both Administrative and Academic) submit to Campus Budget Office Proposed Fiscal Year Budget for All Current Funds. In addition to the proposed revenue and expense line item budgets for each cost center (Deptid) within each Responsibility Center Unit, the submission should proposed strategic action plan, proposed uses of any ending fund balances, performance measures (e.g. balanced scorecard) and any other required submission information. Academic Units submit Proposed FY Budgets to Campus Budget Office for <u>All Current Funds</u> . Same submission requirements as for Administrative Support Units.
Month of November	Campus Budget Office meets with Deans to validate data results
Mid November	Campus Budget Office reviews with the Chancellor, Provost, and the proposed Current Fund Budget funding needs for each of the <u>Administrative Support Units</u> and <u>All Academic Units</u>
Early December	University Budget Committee reviews results of Tuition and State Appropriation Allocation Modeling
Month of December	Campus Budget Presentations on All Academic Unit and Administrative Support Unit Budgets
Early January	University Budget Committee develops budget recommendation to the Chancellor (from Budget Hearings) on Administrative Support Costs and results of Tuition and State Appropriation Allocation Modeling
Mid- January	Chancellor allocates funding for Campus Common Discretionary Funds
Mid-January	Proposed FY 2009 Budget allocations for Support Unit FY Operating Budget overhead costs assessed to Academic Units (Units receiving Tuition and State Appropriations) are finalized and Common Discretionary Funding decisions
Late January	Chancellor provides FY 2009 Release of Funds to Academic Units and Administrative/Academic Support Units
Early April	Final Review of FY 2009 Proposed Budget by University Budget Committee for final recommendation to the Chancellor
Mid April	FY 2009 Proposed Budget Finalized - (Pending Final Approval of State Appropriation and Tuition Fees)
May	Board of Curators Approve FY 2009 Budget
August	Annual reporting of Campus Performance Success – Schools and Administrative Unit performance measure (e.g. balance scorecard success)
Summer	Adjustments to FY 2009 Tuition Allocations based on final actual semester end student credit hour and enrollment and adjustments for non-collections
Fall	Chancellor Incentive Funds awarded based on prior FY performance results