


DRAFT
UNIVERSITY OF KENTUCKY
2014-15 (Revised 1/15/2014)
Provost Area Operating Budget Calendar

Date	Operating Budget
December 1st - 24th	<p>Units:</p> <ul style="list-style-type: none"> • Continue to monitor budget/actual activity for accurate data postings • Ensure budget/actuals are aligned and are within budget authority • Continue to monitor and verify accuracy of salary data for all employees • Verify accuracy of 1018 records for all positions
January 9th (Thursday)	<p>PBO distributes:</p> <ul style="list-style-type: none"> • Provides data showing positions with current ZJ relationships in SAP <p>Units should begin:</p> <ul style="list-style-type: none"> • To verify accuracy of ZJ relationships and make corrections as needed in SAP(COM & COA Only).
January 15th (Wednesday)	<p>PBO distributes:</p> <ul style="list-style-type: none"> • Provides BPS security access list to Areas for verification and update • Last day to send departmental changes to GA by COB
January 17th (Friday)	<ul style="list-style-type: none"> • Recurring Budget Transfer Deadline
January 22nd (Wednesday)	<p>Units to submit to PBO:</p> <ul style="list-style-type: none"> • Submit list of budget users for BPS access
January 23rd (Thursday)	<p>Units to submit to PBO:</p> <ul style="list-style-type: none"> • Submit list of positions where ZJ relationships were removed
January 31st (Friday)	<p>Current Year salary freeze by COB</p>
February 1st - April 1st	<p>Units:</p> <ul style="list-style-type: none"> • College-RGUs work with Provost to propose enrollments and SCHs for Fall 2014 term
February 3rd (Monday)	<ul style="list-style-type: none"> • Salary Proposal BW detail and summary reports available for reporting
February 4th (Tuesday)	<p>PBO distributes:</p> <ul style="list-style-type: none"> • 14-15 Provost Operating Budget Manual • 12-13 revised Operating Budget word narrative • 2012-13 Recurring Expenditure Base • 2013-14 Budget Sheets for Affiliated Corps (to be completed by PBO) • Excel files distributed to allow initial input of General Fund & Fixed Price Residuals Income Estimates Only (Includes Affiliates) (Fund 01 & 02) • Salary base development spreadsheet • Faculty promotion spreadsheet • Initial Unit Financial status/fund balance template • Service Center Rate forms and instructions • Program and Course Fee Spreadsheet • Fund 22 Federal and State SFA spreadsheet

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February 4th (Tuesday) cont.	<p>Requests FY 2014-15 cost estimates for:</p> <ul style="list-style-type: none">a) Core scholarshipsb) Faculty promotionsc) Graduate Student Healthd) College/Unit recurring and nonrecurring budget requests (funded from central sources) <p>BPS and other BW reports are available in the Business Warehouse to assist with income estimates</p>
February 10th (Monday)	<p>Units to submit to PBO:</p> <ul style="list-style-type: none">• Submit Excel general fund income only files for upload to BPS (Includes Affiliates)
February 14th (Friday)	<p>Units to submit to PBO:</p> <ul style="list-style-type: none">• Submit FY 2014-15 cost ESTIMATES for:<ul style="list-style-type: none">a) Core scholarshipsb) Faculty promotionsc) Graduate Student Healthd) College/Unit recurring and nonrecurring budget requests (funded from central sources)
February 18th (Tuesday)	<p>PBO distributes:</p> <ul style="list-style-type: none">• Endowment Distribution spreadsheet from Endowment Services
February 19th (Wednesday)	<p>BPS Non-position budget layout access available for input of non-personnel budgets</p>
February 20th (Thursday)	<p>Units to submit to PBO:</p> <ul style="list-style-type: none">• 2012-13 salary base development to set raise pool with adjustments• Submit FY 2014-15 Federal and state SFA worksheets• Primary Auxiliaries project rates for new year (Dining) for BOT approval (April 1st)
February 28th (Tuesday)	<p>Access to BPS Non-position budget layout removed</p>
March 4th (Tuesday)	<p>PBO distributes:</p> <ul style="list-style-type: none">• Distributes Excel spreadsheets (with embedded formulas) to use for GF income explanations• Distributes Excel spreadsheets for initial input of FY 2014-15 Non-general fund income/expense• Provides benefit percentages used for budgeting and planning• Provides notification of FY 2014-15 service assessments to primary Auxiliary units (Dining)
March 7th (Friday)	<p>PBO distributes:</p> <ul style="list-style-type: none">• Distributes FY 2014-15 debt service rates to units
March 14th (Friday)	<p>Units to submit to PBO:</p> <ul style="list-style-type: none">• Submit FY 2014-15 GF income explanations• Submit Excel Non-General Fund income and non-position expense files (Includes Affiliates)• Submit Professional Enrollment Projections• Submit FY 2014-15 FINAL cost estimates for:<ul style="list-style-type: none">a) Core scholarshipsb) Faculty promotionsc) Graduate Student Healthd) College/Unit recurring and nonrecurring budget requests (funded from central sources)

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April 2nd (Wednesday)	<p>Units to submit to PBO:</p> <ul style="list-style-type: none"> • Submit projected fund balances with usage plans • Proposed FY15 Program, Course and Admin Fee spreadsheet
April 15th (Tuesday) (Pending General Assembly)	<ul style="list-style-type: none"> • Senior leadership finalizes FY 2014-15 budget decisions • Budget decisions communicated to Deans
April 18th (Friday)	<p>BPS access granted to budget users for input of:</p> <ul style="list-style-type: none"> • FY 2014-15 position budget and salary proposal • Final FY 2014-15 budgets for general fund expenses; auxiliary and restricted funds income and expenses
April 21st (Monday)	<p>PBO distributes:</p> <ul style="list-style-type: none"> • FY 2014-15 salary guidelines, allocations and new salary scales • FY 2014-15 GF expenditure base sheets
April 24th (Thursday)	<p>Units to submit to PBO:</p> <ul style="list-style-type: none"> • Submit Faculty Salary Plans
April 25th (Friday)	<p>PBO distributes:</p> <ul style="list-style-type: none"> • Provost Approval of Faculty Salary Plan communication
April 30th (Wednesday)	<ul style="list-style-type: none"> • End of salary proposal process <p>BPS access to regular position layouts removed and access to regular position budget ONLY layouts granted COB</p>
May 3rd (Saturday)	Current and Proposed year salary freeze at COB
May 4th (Sunday)	<ul style="list-style-type: none"> • Salary Proposal BW detail and summary reports available for reporting
May 6th (Tuesday)	<p>Units to submit to PBO:</p> <ul style="list-style-type: none"> • Submit salary justification for exceptions
May 13th (Tuesday)	<p>Units to submit to PBO:</p> <ul style="list-style-type: none"> • 2014-15 final service center recharge/income budgets and worksheets • 2014-15 Affiliate Corporation Budgets submitted and entered into BPS • Program Impact Statements (replaces Transmittal Letters) describing new program emphases, reallocations and their relationship to the Strategic Plan • 2014-15 Budgets must be completed and submitted, including: <ul style="list-style-type: none"> * Entry of all current expense and capital data * budget narrative and detail for 2013-14 * resolution of the unit base sheet  <p>Removal of Business Officer Access to all BPS layouts at COB</p>
May 21st (Wednesday)	Grant access to non-regular salaries layout
May 23rd (Friday)	<p>PBO distributes:</p> <ul style="list-style-type: none"> • Distributes salary letter templates for notifying faculty and staff members of their proposed FY 2014-15 salary or hourly rates

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June 2nd (Monday)	<i>Units to submit to PBO:</i> <ul style="list-style-type: none">• Submit Service Center and Recharge Operation rate sheets to SPA for approval
June 10th (Tuesday)	<ul style="list-style-type: none">• FY 2014-15 operating budget presented to BOT
June 13th (Friday)	Removal of all access to BPS layouts