

**Drake University
FY2019 Budget Calendar**

Due Date	Fiscal Year	Action
2018		
September 19	FY2018	Distribute FY18 Budget to Final Actual Analysis templates - August 2018 Begin communication for budget planning calendar - August 2018 - President's Council - 8/24/2018 - Deans Council - TBD - Senate Budget Committee - TBD - Budget and Office Managers - TBD - All Staff Council - TBD
October 8	FY2020-21	FY2020-21 Data Request #1 - Distribute enrollment data requests to departments - September 17, 2018 Enrollment projections for FY2020-21 Tuition and Fee Rate projections for FY2020-21 Room and Board projections, revenue and expense for FY2020-21 Other data requests as determined Board of Trustees meeting - October 5 - 6, 2018
November 5	FY2020-21	FY2020-21 Data Request #2 - Distribute general revenue and expense budget projection templates - October 8, 2018 - All other revenue lines projected - FY2020-21 - Critical needs and expense reductions projected - FY2020-21 - Financial Aid projected - FY2020-21 - Capital Projects request - FY2020-21 - Position Upgrade requests - FY2020
November 15	FY2019	Distribute FY19 comprehensive Revenue/Expense projection templates - October 23, 2018 Present rough draft of FY2020-21 budget to President's Council meeting - November 15, 2018 - if the budget does not balance, get direction on ways to adjust the budget Present balanced FY2020-21 budget to President's Council - November 28, 2018 Present FY2019 comprehensive Revenue/Expense projection - November 28, 2018 Continue communication for input on FY2020-21 budget by stakeholder groups - December 2018 - President's Council - 11/28/2018 - Deans Council - TBD - Senate Budget Committee - TBD - Budget and Office Managers - TBD - All Staff Council - TBD Present final power point to President's Council for final changes - December 12, 2018 FY2020-21 Budget presentation to campus community - December 13, 2018
2019		
		Board of Trustees meeting - January 18 - 19, 2019
February 8	FY2020	Distribute FY20 Budget Realignments and Reallocations templates - January 22, 2019
March 15	FY2019	Distribute FY19 comprehensive Revenue/Expense projection templates - February 22, 2019 Final FY2020 Budget and FY2019 projection review with stakeholders - April 2019 - President's Council - TBD - Deans Council, all - TBD - Senate Budget Committee - TBD - Budget and Office Managers - TBD - All Staff Council - TBD Board of Trustees meeting - April 25 - 26, 2019 Salary Planner available to department heads/ budget managers - May 1, 2019 Board of Trustees meeting - June 14 - 15, 2019 Upload FY20 Final Budget into Banner Finance Test Module - June 2019 Beginning of new fiscal year - July 1, 2019 Upload Salary Planner decisions into Banner HR after last payroll for June is completed - July 2019 New FY20 Budget available for viewing in Banner Finance - July 24, 2019