Timeline for Financial Planning and Budget Related Processes  
(October 2023 through September 2024)

Note: This timeline does not include tasks/deadlines that may come out of Financial Operations or tasks/deadlines associated with the segregated fee and auxiliary rate budget process.

October:
- Office of Financial Planning and Budget (OFPB) begins preparing FY25 budget templates
- OFPB sends FY24 Quarter 1 division reports for information only
- OFPB solicits FY25 budget requests for differential tuition, New Student Fee, and Distance Education Fee supported units

November:
- Campus units complete FY25 budget requests for differential tuition, New Student Fee, and Distance Education support units by 11/1/23
- OFPB continues preparation of FY25 budget templates
- OFPB populates the fall FY24 current-year forecast templates
- Campus units begin work on fall FY24 current-year forecast

December:
- PPAB approves FY25 differential tuition budgets by 12/1/23
- OFPB staff holds annual budget meeting with each division
- Campus units complete fall FY24 current-year forecast by 12/1/23
- VC of Business Affairs approves FY25 New Student Fee and Distance Education fee budgets by 12/15/23
- OFPB submits fall FY24 current-year and multi-year forecasts to System Administration

January:
- OFPB sends FY24 Quarter 2 divisional reports
- Campus units complete any required narrative on FY24 Quarter 2 variances by 1/19/24
- OFPB loads FY25 budget templates on the Budget site for each division
  - Included in the budget templates will be the most up-to-date personnel information
- OFPB begins preparing FY25 GPR budget and FTE allocations for divisions
- Campus units work on the following FY25 program revenue budget development, as appropriate:
  - Non-auxiliary fund 128 budgets
  - Fund 136 budgets
  - Other program revenue budgets
    - Fund 133
    - Fund 144
    - Fund 145
    - Fund 146
    - Fund 148
    - Fund 147
    - Fund 149
- Fund 150
- Fund 156
- Fund 157
- Fund 169
- Fund 170
- Fund 233

February:
- Campus units complete FY25 program revenue budgets by 2/2/24
- OFPB finalizes FY25 GPR budget and FTE allocations for divisions and loads this information into the FY25 budget templates
- Campus units finalize FY25 GPR, Fund 131, and Extended Campus budgets
- OFPB begins entry and reconciliation of program revenue budgets and follows up with divisional contacts as necessary

March:
- Campus units complete FY25 GPR, Fund 131, and Extended Campus budgets by 3/1/24
- OFPB continues entering/reconciling FY25 budgets for all funds
- OFPB works with campus units on any budget discrepancies between GPR targets and GPR submitted budgets
- Campus units begin work on spring FY24 current-year forecast

April:
- OFPB sends FY24 Quarter 3 divisional reports
- Campus units complete any required narrative on FY24 Quarter 3 variances by 4/19/24
- OFPB populates the spring FY24 current-year forecast templates
- Campus units complete spring FY24 current-year forecast by 4/19/24
- OFPB submits entire FY25 budget to UW System Budget Office for review by 4/1/24

May:
- OFPB submits spring FY24 current-year forecast to System Administration by 5/1/24
- OFPB loads FY24 year-end balance memos to the Budget site
- Campus units work on developing plans and gathering documentation for use of FY24 year-end balances

June:
- Campus units work on developing plans and gathering documentation for use of FY24 year-end balances
- OFPB provides individual July 2024 pay plan increase amounts to UW Shared Services for HRS upload (pending JCOER approval)
July:
- Campus units submit plans for FY24 year-end balances documented with signed approval memos and appropriate supporting documentation by 7/15/24.
- OFPB staff reviews FY24 year-end balance documentation and memos, and categorizes the balances as appropriate.

August:
- OFPB compiles campus-wide FY24 year-end balance report for submission to UW System.

September:
- OFPB submits FY24 year-end balance report to UW System by 9/5/24.
- OFPB completes FY24 budget to actuals to forecasts comparison files.
- Campus units submit any required narrative on variances in the FY24 budget to actuals to forecasts comparison file by 9/27/24.