

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
 - o 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:
 - o Non-auxiliary fund 128 budgets
 - o Fund 136 budgets
 - o 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