

## **New Budget Request Process & Budget Timelines for Proposed and Revised**

### **Proposed Budget:** (timelines in yellow have been adjusted for the current year and will be updated in future years)

**February 1** – The TTU Budget Model will be updated for prior-year Actuals and current year Revised data. Both iterations will be sent to the deans during this time.

**February 1** – The Budget Office will send out the “New Budget Request” form to all academic and administrative departments, giving the campus an opportunity to make both **PERMANENT/recurring and TEMPORARY/one-time** budget requests for consideration in the Proposed Budget cycle for the upcoming fiscal year. Based on preliminary enrollment projections, new resources will be very limited; therefore, departments/units are encouraged to look within existing resources for potential reallocations to support new initiatives.

**March 1** – Deadline for submission of the “New Budget Request” forms. The Budget Office will compile the requests and review them for completeness.

**March** – Meetings will be scheduled by the Budget Office with the following groups to present and review the compiled budget requests\*:

- Initial Review with the President,
- 5 Year Budget Group,
- President’s Cabinet,
- Budget Advisory Committee,
- Final Review with the President.

\*(The process for reviewing, prioritizing, and funding these requests will be based on multiple factors, including the University’s strategic plan, enrollment data, budget model target margins, Cost of Education model data, new programs, department priorities, current resources available, and the level of funding that has been awarded to the requesting department in the past. This review process may also include suggested resource reallocation strategies as it is unlikely that all priorities can be funded immediately due to limited resources.)

**March** – Non-mandatory fees brought to the TTU Board of Trustees will be considered by the Board at the March Board meeting.

**April 1** – All final decisions on new budget requests and any budget reallocations will be made and communicated to the Budget and HR offices for inclusion with the Proposed Budget.

**May 1** – The Proposed Budget will be submitted to TBR and THEC incorporating all approved requests and any resulting reallocations.

**Mid-May** – Revenue projections will be adjusted based on THEC’s approved tuition and mandatory fee percentage increase and state appropriations approved by the legislators.

**June** – The TTU Board of Trustees will hold their quarterly meeting and review/approve the Proposed Budget and tuition and mandatory fee recommendations. The BOT may recommend changes to the budget prior to their approval. Budget changes may result from the level of approved tuition and fees.

**July 1** – All departments that submitted requests will be notified of the final decision regarding their submission.

### **Revised Budget:**

Budget Office 1-30-19

Follows the same process as described above but the dates are as follows:

**August 1** – “New Budget Request” forms go out soliciting requests for both **PERMANENT/recurring** and **TEMPORARY/one-time** budget increases. Additionally, all Request for Carryforward Memos supported by the University’s strategic plan should be submitted by this date for review and consideration for inclusion with the October Revised Budget.

**August 15** – Deadline for submission of the “New Budget Request” forms. Budget Office will begin review and compilation.

**September** – The Budget Office will work on calculations of carryforwards for review and approval by the President. During this time, revenue projections based on known fall enrollments will also be completed and updated to reflect anticipated changes based on expected spring enrollment and any anticipated funding changes within state appropriations.

**Early-Mid September** – Review meetings held with the groups noted above.

**September 15** – All final decisions will be made and communicated to the Budget and HR offices for inclusion with the Revised Budget.

**Mid-October** – The Revised Budget is submitted to TBR and THEC incorporating all approved requests and any resulting reallocations.

**December** – The TTU Board of Trustees will hold their quarterly meeting and review/approve the Revised Budget. The Board of Trustees may recommend changes to the budget prior to their approval.

**January 1** – All departments that submitted requests will be notified of the final decision regarding their submission.