Academic Year 18-19
5 Year Plan Budget Process Flowchart
June 2018

Programs to consider:
- FY18 Budget Allocation Worksheets
- Kuali Financial System Data - Reports and screens
- Organizational Chart Data
- Planning Documents - SSPs, CPRs, Annual Reports, Program Reviews, and funded ARFs

3 documents: 5 year budget plan, Attachment A questions, and Attachment B Staffing Plan

Submit to next in line DC/Unit Hd or Administrator (date TBD)

Submit vetted requests to OVCAS/Budget Office by 7/13/18

Submittals vetted and summarized by Budget Office

Summary of Requests to OVCAS - Preliminary Campus Expenditure Plan is developed

Initial/Fall budget allocation memo is drafted to include budget policy guidelines for the FY

Initial/Fall budget allocations are prepared

Initial/Fall expenditure plan and guidelines are considered

Budget is updated for Spring lecturers, personnel changes, and any changes to program funding

Final/Spring budget allocations are prepared

Final/Spring budget allocation memo is drafted to include any changes to budget policy guidelines for the FY

Final/Spring expenditure plan and revisions to spending guidelines are considered

Requests vetted and budget meetings with programs commence July/August 2018

Campus Expenditure Plan is submitted to the Chancellor for consideration

Administration makes funding decisions

Campus Expenditure Plan is issued to campus est. September 2018

Final/Spring allocations are issued to campus est. January 2019