

Clayton State University

Budget Process Timeline

July 1 - Beginning of Fiscal Year

Budget Posted to Funds (E & G)		Budget	by Department at Approp level:
10000	State Appropriation	500000	Personal Services
10500	Tuition	600000	Travel
10600	Fees & Other Revenue	700000	Operating Supplies & Equipment
		800000	Equipment

Quarterly

Budget Amendments Include:

- 1 Salary Savings Dollars move to Contingency, Special Projects and/or One time Budget Expenditure(s)
 - 2 Funds moved between categories as requested by budget managers
 - 3 Budget adjusted to actual tuition revenues received for the semester
 - 4 Other adjustments as needed - budget cuts, fee budget adjustments, etc,
-

(Highlighted items are new)

October/November Timeframe

- 1 Request to budget one-time items \$25,000 and above
- 2 PBC Prioritize request

January Timeframe

- 1 Start procuring items prioritized in November at \$25,000 or above

February Timeframe

- 1 Begin gathering data for next FY budget
- 2 VP (AD & Spivey) budget meeting with Business & Operations and Budget & Finance Department

March Timeframe

- 1 Fiscal Year end deadlines sent to all budget managers
 - a. Departments are authorized to spend all dollars budgeted to their department
- 2 VP (AD & Spivey) budget meeting with the President, Business & Operations and Budget & Finance Department

April Timeframe

- 1 Deadlines for last bid opening for departmental purchases.
- 2 P-card cut off for departmental purchases - statement received in June
- 3 Gather requests for spending out budgeted/received dollars for the Fiscal Year (over \$5,000?)
- 4 State Appropriation allocation received for upcoming fiscal year
- 5 PBC prioritizes new funding requests for next budget year

May Timeframe

- 1 All check requests due to AP by May 1
- 2 Summer registration fee deadline - summer revenues are split by part of term
- 3 PBC prioritizes year end funding requests
- 4 Next fiscal year budget is built

June Timeframe

- 1 Spend out budget according to prioritized list from PBC
- 2 Travel & Expense Module closed for fiscal year (June 1)
- 3 Final budget amendment due to BOR
- 4 Reconcile the general ledger and revenues

July Timeframe

- 1 Continue to spend down funds - the university may be authorized to carry up to 3% of tuition revenues forward (Law authority for carry forward up for renewal in 2013)
- 2 Prepare Annual Financial Statements for submission to BOR
- 3 Start over with new fiscal year budget