

Rollins College

Preliminary Calendar
Planning and Budgeting
Fiscal Year 2004-05

Month	Who	Event
July	Sr. Administrators	Review and comment on preliminary budget calendar
August	Working Budget Committee (WBC)*	Review FY04 (current FY) Risks and Needs Review Planning/Budget Process Calendar Assess viability of advance implementation of priority plans to FY04
	Provost	Call for Crummer, Holt, Tuition Estimates
September	Planning & Priorities Committee (PPC) Provost VP's, Deans, Directors	Finalize planning recommendations Seek constituent feedback on planning recommendations Develop costed plans
	CFO and Provost	Approve Crummer, Holt Tuition Plans and submit to Budget Director
	Deans, Directors	Submit requests for academic searches to Provost Submit requests for continuation funding of temporary personnel to VP's Submit requests for anticipated excess resource needs
	Pres Staff	Approve academic searches and continuation funding for temporary positions; notify Deans, Directors, Budget Director
	Budget Director Deans, Directors VP's	Call for all revenue estimates and margin confirmations Submit revenue/margin estimates to VP Submit revenue/margin estimates to Budget Director
	Budget Director	Build Model for framework assumptions Tuition and Fees, Financial Aid Gift and investment income Crummer support Compensation (base) Debt Service Utilities
	WBC, Deans, Faculty Leadership	Discuss framework assumptions and funding options for planning priorities
	Budget Director	Finalize Assumptions for Trustees

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October	Treasurer's Office Business and Finance/Board VP's	Mail Board Materials Consider/approve framework assumptions Notify units of approved staffing changes
	Pres Staff	Review costed planning priorities
November	Asst VP, HR and Risk Mgmt	Finalized benefits and insurance costs to Budget Director
	VP's	Finalize administrative staff change requests for further consideration
December	Budget Director	Finalize investment income
	Pres Staff	Approve costed planning priorities and associated timing Approve administrative staff change requests and notify Deans, Directors, Budget Director
	Assoc VP	Finalized projections to Budget Director for: Commercial Properties Debt Service
January	WBC, Deans, Faculty Leadership Pres Staff	Discuss Proposed Budget Approve proposed budget
	Budget Director	Finalize Proposed Budget
February	Treasurer's Office	Mail Board Materials
	Business and Finance/Board	Consider/approve Proposed Budget
	Budget Director	Call for Capital Needs Notify units of operating allocations and call for budget accounting details
March	VP's, Deans, Directors	Budget Accounting Details due to Budget Office
April	VP's, Deans, Directors	Final Salary Changes to HR
May	Asst VP, HR and Risk	Final Salary to Budget Office
	Budget Director	Load FY05 Budget in Banner
June		FY05 Budget Effective Date

