Cal Poly Pomona
Annual Budget Process

	October	November	December	January	February	March	April	May	June	July	August	September
State of California				● Governor's Proposed Budget released	● Legistlative Analyst's Office (LAO) Review of Governor's Budget	● Legislative Budget Hearings		● LAO/Dept of Finance Revise Revenue Estimate for Next Fiscal Year	● Legislature Sends Budget to Governor ● Governor Signs Budget	● New Fiscal Year Begins		
Chancellor's Office (CO)		● BoT Adopts CSU Budget Request for Next Fiscal Year ● Enrollment Targets Provided to Campuses		● CO provides Systemwide Budget Information regarding Governor's Budget (high level)		● CO Distributes Governor's Budget Allocations to Campuses		● CO Provides May Revise Budget Updates		● Final Budget Allocation Letter to Campuses		

Cal Poly Pomona Campus Activity

	October	November	December	January	February	March	April	May	June	July	August	September
Cabinet	**BUDGET PROCESS TO BEGIN FOR NEXT FISCAL YEAR**	● Budget TownHall Meeting	● Fundraising targets established with University Advancement	● Mid year Budget Review ● Review Capital Plan ● President & Cabinet Review and Approve Faculty Searches **March**: ● Review & Discuss Division Budget Requests ● President to Announce Preliminary Approvals on Budget Requests			● Annual Report submitted to President ● Current Year work plan accomplishments reviewed and next year Goals and work plan established ● Review and discuss Division Budget Requests ● Approve 5 year Capital Plan				● Review Available Funds ● Review CY Unfunded Needs List	● Approve final budget

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Budget Services	**BUDGET PROCESS TO BEGIN FOR NEXT FISCAL YEAR** ● Budget Request templates and instructions sent to Divisions ● FTE and revenue projections prepared and submitted to Cabinet and Chancellor's Office (in partnership with Academic Affairs) ● Determine amount available from Kellogg Legacy Grants Fund ● Summer Cost Recovery Funds Distributed to Divisions ● Division Position Control Reports due to Budget	● Budget TownHall Meeting	● Work with Academic Affairs to analyze Self-Support Summer in order to update Programming, Pricing and Revenue Distribution model ● Budget Services & Enrollment Services monitor Spring Revenue / Enrollment	● Estimate campus share of projected Governor's budget ● Estimate campus fee revenue for next FY ● Provide estimated updated sources and uses documents ● Budget Oversight Report ● Budget Services & Enrollment Services monitor Spring Revenue / Enrollment ● Review 5 Year Capital Plan	● Multi-year Budget Assumptions drafted ● All Funds Available Report	● Revise campus share of Governor's budget ● Revise fee revenue estimate for next fiscal year ● Provide updated sources and uses documents to President & VP of Admin Affairs	● 3rd quarter fee analysis ● 3rd quarter Budget and Expenditure Projection report ● Prioritize, consolidate and present Division budget requests to President & VP of Admin Affairs	● Review May revise and report findings to President ● Review of current year revenue and expenses. Work with Divisions to ensure year end balances are accurately reflected. ● Division Position Rosters Collected with Funding Source	● Year End Activities ● Review of current year revenue and expenses. Work with Divisions to ensure year end balances are accurately reflected. ● Through June and early July, Inform divisions of budgets and request upload templates ● Budget Services & Enrollment Services monitor Fall Revenue / Enrollment	● Year End Activities ● Review Budget Allocation Letter to determine budget availability ● Provide Updated Sources and Uses Documents ● Review Campus Misc Fee Revenue ● Send Budget Letter to Divisions ● Review Dept Budgets with Position Rosters ● Divisions budgets and Budget Templates Due end of Month ● Post Preliminary Base Budget and 1-Time Budgets (All Funds, POM01, POSXX, Lottery, Cost Recovery, etc...) ● Budget Services & Enrollment Services monitor Fall Revenue / Enrollment	● Year Beginning Activities ● Budget data and fee report due to Chancellor's Office ● Year End Budget Oversight Report ● Budget Services & Enrollment Services monitor Fall Revenue / Enrollment	● Load Final Base and One Time Budget into System (may include CY compensation) ● Allocation letters released to Divisions
Divisions	**BUDGET PROCESS TO BEGIN FOR NEXT FISCAL YEAR** ● Begin reviewing needs for next fiscal year; request information needed from colleges/AVP level ● FTE projections prepared and submitted to Cabinet and Chancellor's Office (in partnership with Budget Services) ● Faculty, prioritization, searches and hiring process begins. ● Stdnt Fee Adv Comm Receives HEPI/DSCR Fee Adj proposals; Reviews with VPs & President; Notify SACS & Budget of Changes ● Division Position Control Reports due to Budget	● Work with colleges/AVP to prioritize budget request for next fiscal year ● Finalize # of new faculty searches for Cabinet and Presidential Review ● Distribute Summer Cost Recovery to Colleges / AVP areas ● Town Hall Meeting; work in conjuction with Budget Services ● SFAC Presetn HEPI Fee Adj	● Enrollment Assumptions and Targets presented to Cabinet ● Work with Budget Services to Analyze Upcoming Self-Support Summer In Order to Update Programming, Pricing and Revenue Distribution Model ● SFAC sends to President Fee Adj Packets ● Student Aff Prepares ASI Master Budget with Fee & Enrollmnt Data ● Enrollment Services & Budget Services monitor Spring Enrollment/Revenue	● On-going dialogue regarding budget requests. Refine as needed ● Enrollment Services & Budget Services monitor Spring Enrollment/Revenue	● Budget Request Proposals due to Budget Services (include assumptions behind requests) ● CPPF Annual Endwmnt Payout Appvd by Board and amounts communticated to Divisions/Colleges for July		● Faculty Search Committees formed ● Tenure, Density, Enrollment & Future Plan Review	● Review Current Position Rosters with Funding Source; Submit to Budget Services to be used in annual budget submission in July ● Approval of ASI and BSC master budget by UFS CFO & President	● Enrollment Services & Budget Services monitor Fall Enrollment/Revenue	● Submit Budget Journal Upload Templates to Budget Services ● CPPF Annual Endwmnt Payout deposited to accounts ● Enrollment Services & Budget Services monitor Fall Enrollment/Revenue	● Stdnt Fee Adv Comm Receives Orientation, Spring/Summer Fee Proposals ● Enrollment Services & Budget Services monitor Fall Enrollment/Revenue	

July 3, 2019

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Colleges / AVP areas	**BUDGET PROCESS TO BEGIN FOR NEXT FISCAL YEAR** ● Begin reviewing needs for next fiscal year	● On-going dialogue regarding budget requests. Refine as needed ● Deans and department managers review Annual Updates and requests from Program Reviews and prioritize resource requests ● Institutional Research releases Metrics, Strategic Plan, and Student Success reports	● On-going dialogue regarding budget requests. Refine as needed	● On-going dialogue regarding budget requests. Refine as needed ● Facilities to draft 5 year Capital Outlay Report	● On-going dialogue regarding budget requests. Refine as needed ● Admin Processing Timeline released			● 5 year Capital Outlay Plan submitted to CO				● Classes Begin	