

CAL POLY POMONA
DIVISION OF ADMINISTRATIVE AFFAIRS
FINANCE AND ADMINISTRATIVE SERVICES
FISCAL YEAR 2018-2019 BUDGET PROCESS TIMELINE

Item No.	Date	Action	Responsible Area/Party
1	March 1, 2018	Budget Analysts meeting to review FY 17/18 process and get feedback on new FY 18/19 documents, proposed calendar, and FAS Budget Office July 2018 Budget load intentions.	Budget Office
2	March 2 - 6, 2018	Budget Office to update documents from March 1, 2018 Budget Analysts meeting.	Budget Office
3	March 7, 2018	Budget Office to train Budget Analysts on FY 18/19 instructions, documents, and calendar. Provide initial estimates on the Governor's Proposed Budget and impact to CPP.	Budget Office
4	March 8, 2018	Budget Office to release FY 18/19 Budget Instructions/Documents to Budget Analysts. Submit by May 17, 2018	Budget Office
5	March 14, 2018	Use the Enrollment Planning Group's Targets for Budget purposes.	Enrollment Planning Group & the Budget Office
6	March 12 - 16, 2018	Final exams	
7	March 16, 2018	Last day to submit requisitions to ATI and Information Technology review for the acquisition of electronic and information technology items requiring formal bidding.	Divisional Budget Analysts
8	March 19 - 23	Term Break	
9	March 26, 2018	Spring Quarter Begins	
10	April 2, 2018	LCD continues through April 5 / Month end closing and reporting processes	Budget Office
11	April 6, 2018	Last day to submit requisitions to Procurement and Support Services for acquisition of items requiring formal bidding.	Divisional Budget Analysts
12	April 13, 2018	Last day to submit Work Orders to Graphic Communications Services for printing services of \$10,000 or more.	Divisional Budget Analysts
13	By April 15, 2018	Budget Analysts meeting - sharing of information.	Budget Office
14	April 30, 2018	Send out Position Listing/Tableau confirmation to Divisions to ensure funds for full-time State funded positions are counted in the Final FY 18/19 Budget. Due May 11th.	Budget Office
15	April 30, 2018	Final FY 18/19 Base Budgets Requests are due and any changes to funds available	Divisions
16	April 30, 2018	Base Tuition Fee, NRT and enrollment projections due.	Budget Office
17	April 30, 2018	Submit request for Faculty searches for Fall 2019 Searches for Fall 2020 Hires. Integrated into Divisional Requests.	Academic Affairs Division
18	April 30, 2018	LCD continues through May 3 / Month end closing and reporting processes	Budget Office
19	May 4, 2018	Last day to submit Work Order requests to Information Technology for data and voice services.	Divisional Budget Analysts
20	May 7, 2017	Last day to submit Work Order requests to Graphic Communications Services for printing services of \$9,999 or less.	Divisional Budget Analysts
21	May 7, 2017	Last day to submit requisitions to Procurement and Support Services for acquisitions of items not requiring formal bidding.	Divisional Budget Analysts
22	May 11, 2018	Position Listing/Tableau confirmation submitted to the Budget Office by the Divisional Budget Analysts. Will use this as a basis to role permanent dollars in July.	Divisional Budget Analysts
23	May 11, 2018	Processing of chargebacks for postage, telephone, quick print and other types of internal recharges will end.	Divisional Budget Analysts
24	May 11, 2018	Last day for processing chargebacks for postage, telephone call usage, quick print and other types of internal recharges through April 2018.	Divisional Budget Analysts
25	May 17, 2018	Position Listing from Divisional Budget Analysts are due to the Budget Office.	Divisional Budget Analysts
26	May 18, 2018	POM01 - Division & New Funds Available Resources Report (include Governor's May revise if available).	Budget Office
27	May 30, 2018	LCD continues through June 4 / Month end closing and reporting processes	Budget Office
28	June 1, 2018	Budget Analysts meeting to discuss the <i>estimated</i> final State budget and the impact on the CSU and CPP.	Budget Office
29	June 1, 2018	Last day to submit Direct Pay requisitions (recruitments, subscriptions, memberships) to Accounts Payable.	Divisional Budget Analysts
30	June 1, 2018	Last day to submit travel reimbursement claims for travel completed prior to June 1, 2018 to Accounts Payable.	Divisional Budget Analysts
31	June 1, 2018	Last day to submit Authorization to Travel document (including reasonable estimate of total cost) for travel occurring from June 1, 2018 to June 30, 2018.	Divisional Budget Analysts
32	June 4, 2018	President's Cabinet FY 18/19 Budget Deliberations based on Priority # 4 AND Ranking of #'s 1 - 4. Includes Strategic Initiative and Divisional Needs requests. Include a 2 year outlook of potential allocations.	President's Cabinet
33	June 4, 2018	Last day to submit requests for chartfield string changes or corrections to General Accounting for activity posted prior to June 1, 2018.	Divisional Budget Analysts
34	June 4 - 8, 2018	Final exams	
35	June 6, 2018	Develop Communications related to FY 18/19 Budget.	Budget Office and Public Affairs
36	June 8, 2018	All purchases on FY 17/18 blanket purchase orders must be made.	Divisional Budget Analysts
37	June 8, 2018	Last day to process purchases or returns through the Bronco Bookstore.	Divisional Budget Analysts
38	June 8, 2018	Last day to make purchases on FY 17/18 blanket purchase orders.	Divisional Budget Analysts
39	June 8 - 10, 2018	Commencement Ceremonies	
40	June 15, 2018	Budget Presentation for FY 18/19 to Budget Analysts.	Budget Office
41	June 15, 2018	All invoices for purchases on FY 17/18 blanket purchase orders must be submitted to Accounts Payable.	Divisional Budget Analysts
42	June 18, 2018	Summer classes begin - 5 week session	
43	June 18, 2018	Last day to submit requests for chartfield string changes or corrections to General Accounting for activity posted after June 1, 2018.	Divisional Budget Analysts
44	June 22, 2018	Last date to submit requests to transfer funds to Budget Services.	Divisional Budget Analysts
45	June 28, 2018	Month End and Year End Reporting & Processes - accounting close by	Budget Office
46	July 16, 2018 (Monday after Final close)	Reporting Out Allocations Letters to Divisions	Budget Office
47	July 16, 2018	Load/roll the FY 18/19 Base Budget based on FY 17/18 in addition to POM and new fund allocations decided at the June 4, 2018 Cabinet meeting.	Budget Office
48	July 23 - 24, 2018	Final exams	
49	August 1, 2018	Divisional Budget Analysts to provide the Budget Office with POM01 Carryforward and UE001 (12 month plan)	Divisional Budget Analysts
50	August 15, 2018	CSU Budget Submission due	Budget Office
51	August 23, 2018	Fall Semester begins	
52	August 24, 2018	Final Non-POM/Carryforward Funds (from FY 17/18) Available Resources Report.	Budget Office
53	August 27, 2018	Budget Request Proposals, Non-POM/Carryforward Funds (from FY 18/19) Available Resources Report sent out to the President's Cabinet for June 4, 2018 Budget Deliberations.	Budget Office
54	September 5, 2018	President's Cabinet FY 18/19 Budget Deliberations based on Priority # 4 AND Ranking of #'s 1 - 4. Includes Strategic Initiative and Divisional Needs requests.	President's Cabinet
55	December 9, 2018	Classes end	
56	December 18, 2018	Final Budget Presentation for FY 18/19 to the Academic Senate Budget Committee - All Funds.	Budget Office

Legend
Blue Rows = FY 18/19 Budget Highlights
Yellow Rows = FY 17/18 Year End Closing Highlights
Green Rows = Academic Affairs Highlights