

## FISCAL YEAR 2012-13 BUDGET PLANNING

The fiscal year 2012-13 budget planning season begins September 6, 2011. To assist budget planners with the budgeting process, the Executive Vice President's office and the Office of Budgets and Operational Reporting are providing budget planning instructions, budget planning system user documentation, a budget calendar, and the new initiative form, all of which can be found [here](#). Additionally, online training for the budget planning system is available to budget planners on the Financial Affairs website, found [here](#). If you have specific questions regarding the use of the budget planning system, please contact Maggie Ramirez at extension 2-6641 or Vince Milianti at extension 2-8695. General questions about the budget planning process may be directed to either the individuals listed above or to your executive area liaison:

Office of the President	Eric Nelson	<a href="mailto:enelson@depaul.edu">enelson@depaul.edu</a>	2-7140
Academic Affairs	Alyssa Kupka	<a href="mailto:akupka@depaul.edu">akupka@depaul.edu</a>	2-6585
Office of the EVP	Mark Titzer	<a href="mailto:mtitzer@depaul.edu">mtitzer@depaul.edu</a>	2-8053

### **Budgeting Process – Key Dates**

*September 6, 2011* – The Budget Planning System opens. Budget planners throughout the University can begin entering proposed 2012-13 budget information into the Budget Planning System starting on this date.

*October 16, 2011* – The Budget Planning System closes for all departments reporting to the President and the Executive Vice President. Proposed budgets from departments from these executive areas need to be entered into the system by midnight on this date.

*October 19, 2011* – The Budget Planning System closes for all departments within Academic Affairs. Proposed budgets from departments from this executive area need to be entered into the system by midnight on this date.

*October 21, 2011* – New initiative proposals due to executive area liaisons.

*November* – SRAC will conduct budget meetings with each of the three executive areas. At these meetings the responsible executive and executive area staff will review proposed budgets with the committee and respond to questions. During this period, the committee will also review tuition rate recommendations and fee adjustments as recommended by the Tuition Pricing Committee.

*Late November* – SRAC will review summaries of each of the new initiative funding requests submitted by each of the three executive areas, and conduct deliberations to consider proposed adjustments to base budgets, salary merit pool adjustments, new initiative funding levels and other components of the budget. At the end of this period, SRAC will vote on a budget recommendation to be delivered to Fr. Holtschneider.

*December 15, 2011* – The three executive officers will present the budget to the Finance Committee of the Board of Trustees.

*March 3, 2012* – Representatives of the Finance Committee and the three executive officers present the recommended budget to the full Board of Trustees for final approval.

*July 1, 2012* – The 2012-13 fiscal year commences.