

BUDGET DEVELOPMENT PROCESS & TIMELINE

				Sacramento State				
Month	State of California	The California State University (CSU) System		Colleges & Program Centers	Divisions	University Budget Advisory Committee (UBAC)	President's Cabinet	
October		Start of process for next budget year.		Start of process for next budget year.				
				Deans & program center managers make allocations to departments for the current year.	Ongoing strategic planning process.	Committee members are appointed by the president and appointments begin. The committee reviews	Annual Financial Review Town Hall meeting lead by Budget Planning & Administration (BPA).	Ongoing strategic planning process.
November		Board of Trustees adopts CSU Support Budget Request for next budget year. Late November, enrollment targets released for next fiscal year.		Campus enrollment targets released by Chancellor's Office for next fiscal year.	Campus enrollment targets released by Chancellor's Office for next fiscal year.	final budget for current year and develops the Annual Budget Call templates.	BPA to give new UBAC members budget training and discusses changes to the Annual Report with UBAC.	
December					Continued planning for next academic & budget year.	UBAC reviews CSU budget assumptions & develops recommendations for Budget & All University Expense (AUE) Call documents & process to President.		
January	Governor releases proposed budget for upcoming fiscal year.	CSU representatives meet with Legislative & Governor's budget representatives. Board of Trustees & Chancellor's Executive Committee deliberate on budget issues.		Chancellor's Office provides systemwide information on Governor's budget (no campus detail).	Program centers continue planning for next academic & budget year.		BPA provides budget information to UBAC on the new year based on Governor's budget & projected enrollment targets.	After considering UBAC recommendations, President sends Budget Call & All University Expense (AUE) line items call to Divisions.
February	Legislative Analyst's Office (LAO) releases review of Governor's budget.				Colleges prepare response to Budget & All University Expense (AUE) Call from the President.	Prepare response to Budget & All University Expense (AUE) Call from the President.	Provides recommendations for Budget & All University Expense (AUE) Call documents/process to President. Annual Report for budget, expenditures & financial information is released.	Cabinet receives new year budget information; discusses enrollment & other strategic priorities.
March	Budget subcommittee hearings.			Chancellor's Office distributes initial campus budget letter with projected allocations.	Respond to Provost/VP request for priorities & budget needs. Colleges give Budget & All University Expense (AUE) presentations to Cabinet.	Give Budget & All University Expense (AUE) Call presentations to President's Cabinet.		Cabinet receives budget/AUE all presentations from Divisions/Colleges. President publishes University Budget & Expenditure Report.

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April				Respond to additional Provost/VP requests.		UBAC reviews enrollment & other strategic priorities.	Cabinet reviews Division Budget & All University Expense (AUE) Call responses.
May	Governor releases May Revision of the budget. Legislative Analyst's Office (LAO) releases May Revision of next fiscal year's revenue projections.			Program centers notify departments of any major budget changes for next year.	Submit Budget & All University Expense (AUE) Call responses and give presentations to UBAC.	UBAC reviews Division Budget/AUE Call responses & meets with Division heads. BPA provides updated Sources & Uses to UBAC based on the Governor's May revise.	President receives UBAC's budget recommendations & reviews preliminary budget changes to campus.
June	Legislature sends budget to the Governor. Governor signs the budget.		Chancellor's Office provides May Revise budget updates.		Notify departments, programs, & divisions of any major budget changes for next year.	UBAC makes budget recommendations to the President.	Cabinet budget discussions continue.
June 30 - End of current Budget Year / July 1 - Start of new Budget Year							
July		Chancellor's Office notifies campus of budget detail once the State of California budget is signed by the governor.		Ongoing dialogue within departments and program centers regarding budget issues.	Ongoing dialogue within division regarding budget issues.	If needed, UBAC makes additional recommendations to President & Cabinet.	Review UBAC's final budget recommendations; Cabinet makes final recommendations to President.
August					Vice Presidents make allocations to Program Centers for current year.		President makes budget decisions & notifies cabinet, UBAC & the campus.
September							