



For Discussion: 2016-2017 Budget Development Process – Key Dates

DATE	ACTIVITY	NOTE
June 2015	<p>SSCUB provides advice on budget development principles and criteria for submission to Senate (based on Strategic Plan, Academic Plan and Resources Plan)</p> <p>VP F&A presents preliminary 2014/15 Financial Statement results. The final, Board Approved results will be presented to the University community during a Summer Financial Campus Forum during the end of June.</p> <p>VP F&A presents preliminary 2016-2017 financial forecast to SSCUB. This includes revenue and expense projections including ongoing commitments previously approved by the Board of Governors and Senate.</p> <p>Notice sent to Faculties and Service Units requesting budget proposals for FY 2016/17 and their vision budget proposals for FY17/18 and FY 18/19 to the University Budget Office beginning October 2, 2015 (please refer to below for staggered dates).</p>	<p>SSCUB meets on Friday June 12, 2015</p> <p>Senate meets on Monday June 22, 2015</p> <p>At SSCUB Meeting To deans and directors</p> <p>On June 26, 2015</p>
June 2015	VP F&A presents final 2014-2015 Financial Statement results at 4 campus forums.	Campus Forums – Week of June 22, 2015
TBD by Individual Faculties	Faculty Councils submit their Faculty's Academic Priorities to SSCUB, SSCAPP and to the Vice President Academic	Faculty Councils
September 2015	VP F&A presents preliminary 2016-2017 financial forecast at 4 campus forums, to Faculty Councils, to the Administrative Managers Group (Group of 50), KSA, BCGEU and KFA.	Campus Forums – Week of September 21-25 th , 2015



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		Presentations at regularly scheduled Faculty Council Meetings and Administrative Managers meetings
Week of October 5 th , 2015 Week of October 13 th , 2015	Deadline for submission of budget proposals Deadline for submission of budget proposals	Service & Administrative Areas Faculties
October 16 & 23, 2015 October 30, 2015	Budget Presentations – Service & Administrative Departments Budget Presentations - Faculties	Faculties and Service areas present their budget proposals to the President, Vice Presidents, Executive Director Financial Services & SSCUB (presentations are open to the KPU community)
October 2015	Budget Proposals posted on SharePoint during the month	Financial Services
November 20, 2015	Based on the budget presentations, SSCUB provides advice to the President on Senate’s priorities for budget development	SSCUB
November 2015	Draft budget developed based on Strategic Plan, Academic Plan, Resources Plan and Senate’s approved principles and criteria for 2016-2017 budget development	President, VP Finance & Administration, Provost, Executive Director Financial Services
December 2015 and January 2016	Meet with Deans and Directors to discuss 2015-2016 preliminary results and 2016-2017 draft budget. <i>Dates to be determined</i>	VP F&A, Provost, ED Financial Services



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	Meet with SSCUB to present the 2016-2017 draft budget	VP F&A, Provost, ED Financial Services
January 2016	<p>Draft Budget Consultations at 4 campus forums, to Faculty Councils, to the Administrative Managers Group (Group of 50), KSA, BCGEU and KFA.</p> <p>SSCUB reviews the Draft University Budget</p>	<p>Campus Forums – Week of January 25, 2016</p> <p>Presentations at regularly scheduled Faculty Council Meetings and Administrative Managers meetings</p> <p>January/February meetings Consultations with APP</p>
February 2016	<p>SSCUB develops advice and recommendations on the Draft University Budget for consideration by Senate</p> <p>Senate reviews Draft University Budget and drafts advice to the Board of Governors</p>	<p>SSCUB</p> <p>Senate</p>
March 2016	Board Finance Committee reviews proposed 2016-2017 Budget and makes recommendation to the Board of Governors	Board Finance Committee
March 2016	Board of Governors reviews proposed 2016-2107 Budget	Board of Governors
May 2016	VP F&A presents capital budget and planned projects to SSCUB	At SSCUB Meeting