



FY 2017-2018 BUDGETING PROCESS STEPS, RESPONSIBILITIES AND TIMELINE

Process Date ¹	Action/Deliverable	Responsible Unit
December (late)	FY 2018 ERE rate proposal submitted to Health and Human Services (HHS)	OPB
January 11	FY 2017 2 nd Qtr Unit Forecasts updated in STAR	Colleges/VP Units
January 13	2 nd Qtr Unit Forecast Variance Explanations provided to OPB	Colleges/VP Units
February 1-3	ABOR Meeting	
February 6	STAR opens for FY 2018 General University, OKED and Provost transfers budgeting (known transfers to be completed prior to the March 8 opening of FY 2018 budgeting exercise)	OPB/OKED/Provost
March 3	FY 2018 Budget Process and Guidelines posted on OPB website	OPB
March 3	2018 tuition and fee proposals and revenue estimate materials due to ABOR	Executive Admin
March 6	Preliminary FY 2018 Planned Commitments Reports and Budget Allocation and General Operating Appropriations Balancing Reports available in STAR	OPB
March 8	STAR opens for FY 2018 budgeting. FY 2017 Forecast year-end balances will be copied to FY 2018 beginning balances. A Forecast Input schedule tab can be found in the FY 2018 Budget Input workbook to facilitate updating FY 2018 beginning balances.	STAR Admin
March 17	Public announcement of ASU's AY 2018 tuition and mandatory fee recommendations	ABOR
March 28, 30	ABOR conducts public tuition hearing and convenes tuition workshop to allow for discussion of proposed tuition and fee increases	ABOR/Universities
April 5-7	ABOR Meeting - ABOR sets FY 2018 tuition and mandatory fees	ABOR
April 11	FY 2017 3 rd Qtr Unit Forecasts updated in STAR.	Colleges/VP Units/OPB
April 13	3 rd Qtr Unit Forecast Variance Explanations provided to OPB	Colleges/VP Units
April 17	OPB begins development of FY 2018 Annual Budget	OPB
April 21	Colleges/VPs provide FY 2018 Special Program Fee, Differential Tuition and Mandatory Fee revenue estimates to OPB	Colleges/VP Units
April 26	Colleges/VPs complete entry of all Tuition and Fee revenue estimates in STAR	OPB/Colleges/VP Units
May 10	FY 2018 Annual Operating Budget submission due to ABOR	OPB
May 10	Provost communicates budget allocation decisions to OPB for use in finalizing FY 2018 Planned Commitments Reports and Budget Allocation and General Operating Appropriations Balancing Reports	Provost
May 15	FY 2018 Planned Commitments and Budget Allocation and General Operating Appropriations Balancing Reports finalized in STAR	OPB
May 15	FY 2018 TA/RA Flat Rate Tuition Remission benefits announced	Provost
May 18-19	Colleges and VP Areas run STAR transfer reports to ensure that all budgeted transfers balance	Colleges and VP Units
May 26	College and VP Unit deadline for completion of FY 2018 budget input	Colleges and VP Units

¹ Deliverable dates for materials submitted to ABOR are dependent upon state legislative action and are approximate. Budget Allocation and General Operating Appropriations Balancing Report availability date is contingent on HHS approval of FY 2018 ERE rates.

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June 2	Central budgeting of ASC funds completed; ASC transfers rebalanced; All General University Fund budgeting completed in STAR	OPB
June 2	FY 2018 Budget Variance Explanations comparing FY 2018 Working Budget to FY 2017 Year-end Forecast and FY 2018 Working Budget to FY 2017 Original Budget provided to OPB	Colleges/VP Units
June 5	FY 2018 Budget Review Begins - Budget Units responsible for amending budget input if needed	OPB/Colleges/VP Units
June 7-9	ABOR Meeting - ABOR approves FY 2018 Annual Budget	ABOR
June 21	FY 2018 Budget Input Process Completed	OPB
June 22	OPB prints pdf's of balanced Budget Allocation and Balancing Reports	OPB
June 23	OPB transmits FY 2018 budget load data files to Financial Services for loading	OPB
June 26-30	Financial Services loads FY 2018 budgets to Advantage	Fin Svcs