

# Saint Joseph's University

## Planning and Budgeting Cycle – FY10

### 2008-2009

- June 1 FY09 begins
- June 16 Annual Reports, including review of 2007-08, upcoming plans and FY10 budget requests**, due from academic departments to the Deans
- July 15 Annual Reports, including review of 2007-08, upcoming plans and FY10 budget requests**, due from Deans and administrative department heads to Provost/Vice Presidents and Planning Office
- Requests for new positions require Human Resources review for band and salary
  - Requests for facilities renovations require Facilities Office space request form for costing and timing
- August 15 **Prioritized budget requests** from Provost/Vice Presidents due to Budget Office (with HR and Facilities forms attached)
- September 8 Verification of **FY10 budget requests with plans** completed by Planning Office
- September 15 Binder and summary of Provost/VP requests compiled by Budget Office and submitted for **President's review**.
- Sept-Dec **Budget Advisory Committee** reviews revenues and expenditure requests
- October Board of Trustees approves Scholarship budget and new faculty lines  
Institutional Planning Committee develops Plan 2010 priorities for BAC
- December FY10 Budget Assumptions presented to the Board of Trustees
- January FY10 Budget proposal submitted to President and reviewed with Cabinet
- February FY10 Budget presented for approval to the Board of Trustees
- Feb/March **Performance Reviews** completed for administrative and staff employees
- April **Faculty Contracts** for 2009-10 issued  
**Salary increase** information for FY10 input into Salary Planner  
**Operating budget** changes for FY10 input into Banner

Approved – Cabinet 2/5/08