

## Annual Planning and Effectiveness Calendar

*PFY=Previous Year, CFY=Current Year, FFY=Future Fiscal Year*

| Month      | Budget Process (abbreviated)   |   | Effectiveness Process  |
|------------|--|---|--|
|            | Prev/Current Yr  | Future Yr   |  |
| <b>Jul</b> | <ol style="list-style-type: none"> <li>1. Final allocation from the legislature, necessary budget adjustments via Cabinet.</li> <li>2. Final budgets loaded into FIS Banner budget managers notified.</li> <li>3. Final operating budget posted to the budget website and the campus is notified.*</li> </ol> <p>* Assumes BOT approves the operating budget in May or June.</p> |   | <ol style="list-style-type: none"> <li>1. Departmental annual KPI reports due to division heads by July 5</li> <li>2. Division KPI reports and action plans due to President by July 20                             <ol style="list-style-type: none"> <li>a. ACC reviews division KPI reports and action plans and initiates mission-fulfillment related activity as needed</li> </ol> </li> </ol>  |
| <b>Aug</b> | <ol style="list-style-type: none"> <li>1. VPFA and Director of Budget &amp; Payroll evaluates performance from prior fiscal year and reports to the Cabinet, including evaluation of accomplishment of strategic initiatives. Variances between original budget and year-end financial results are analyzed and explained.</li> </ol>  |   | <ol style="list-style-type: none"> <li>1. Board of Trustee retreat - strategic priorities potentially discussed (First week of August)</li> <li>2. Cabinet uses division KPI reports and action plans to discuss future year(s) focus at annual retreat (mid-August)                             <ol style="list-style-type: none"> <li>a. Focus areas translated by Cabinet members to division level priorities (shared with direct reports by start of fall term)</li> </ol> </li> <li>3. Division level annual reports finalized (Aug 31)</li> </ol> |
| <b>Sep</b> | <ol style="list-style-type: none"> <li>1. Final operating budget presented to the F&amp;A.</li> <li>2. Budget performance evaluations/variances from prior year shared with department budget managers.</li> </ol>   |   | <ol style="list-style-type: none"> <li>1. Institutional Annual Report is updated with data and summary action steps are finalized</li> </ol>   |
| <b>Oct</b> | <ol style="list-style-type: none"> <li>1. Final operating budget presented to B&amp;P Committee.</li> <li>2. Variances between prior year original budget and year-end financial results are analyzed and explained to B&amp;P and F&amp;A committees.</li> </ol>  | <ol style="list-style-type: none"> <li>3. Cabinet prepares and discusses a list of strategic funding targeted areas based on the EOU Strategic Plan. Funding priorities help determine the overall direction of budget allocations and will be used as performance measures when evaluating final budget performance. Budget allocations will be responsive to the revenue per student/SCH enrollment projections as well as campus and Board goals.</li> </ol> | <ol style="list-style-type: none"> <li>1. Institutional Annual Report to Cabinet</li> <li>2. Institutional Annual Report finalized (Oct 31)</li> </ol>   |

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| <b>Nov</b> | <ol style="list-style-type: none"> <li>1. Board approves final operating budget at first meeting in the fall.</li> <li>2. Prior year base budget, 3-year expenditure history, and prior year quarter 4 management report are shared with the B&amp;P Committee for review and feedback.</li> </ol> | <ol style="list-style-type: none"> <li>3. Budget Office prepares a 3-year budget pro forma based on key assumptions for Education and General funded operations.</li> <li>4. The Vice President for Finance and Administration (VPFA) meets with the Cabinet to review the assumptions and the pro forma. The Cabinet will share additional strategic funding goals, possible initiatives and projected funding pool, if necessary.</li> <li>5. Future biennial draft budget and strategic funding initiatives are shared with the B&amp;P Committee for review and feedback.</li> </ol>   | <ol style="list-style-type: none"> <li>1. Division level summaries and Institutional Annual Report shared with Budget &amp; Planning – action steps included</li> <li>2. Institutional Annual Report presented to BoT</li> </ol> |
| <b>Dec</b> |  |  |  |
| <b>Jan</b> |  | <ol style="list-style-type: none"> <li>1. Planning units submit budget proposals for increases/ decreases/ reallocations of E&amp;G General Fund operations to their Vice President/ President. During this phase, units may submit requests for new programs. These requests must be submitted and vetted through the appropriate unit VP, and will provide details regarding economic impact on the institution, including: 1) Impact on FTE/SCH 2) Program Costs/Revenue 3) Outcomes of investments.</li> <li>2. Vice Presidents/Presidents aggregate budgets from their areas, and each prepares a budget for their area showing increases/ decreases/ reallocations according to budget instructions.</li> <li>3. VPFA and the Director of Budget and Payroll will meet individually with the department budget managers for clarification of the budget requests.</li> </ol> |  |

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|            |  | 4. In consultation with the vice president for finance and administration and the director of budget and payroll, president issues President's Recommended Budget (PRB).  |  |
| <b>Feb</b> |  | 1. VPFA presents the PRB (E&G) to the F&A Board Committee and the EOU B&P Committee for review and feedback.  | 1. B&P uses results from annual reports (IAR & division summaries) and identified priorities (Cabinet) to make budget allocation recommendations |
| <b>Mar</b> |  | 1. VPFA takes feedback from PRB and prepares a draft operating budget of all funds for presentation to F&A and B&P.   |  |
| <b>Apr</b> |  | 1. VPFA presents final read of the draft operating budget to the Cabinet for recommendation to B&P.<br>2. Budget and Planning review and make recommendation to the President.<br>3. The President recommends final budget to F&A Committee for recommendation to the full board. |  |
| <b>May</b> |  | 1. VPFA presents the operating budget to the full EOU Board of Trustees for approval.   |  |
| <b>Jun</b> |  |   |  |