

The University of Tennessee at Chattanooga
Budget Planning Process Timeline
FY 2019-20

August 2018 (Late)	Preliminary FY 2018 year-end financial report sent to the Executive Vice Chancellor for Finance & Administration.
September 2018 (Early)	Final FY 2018 year-end financial report presented to the Chancellor.
October 2018	Campus units begin the budget planning process by establishing priorities for FY 2020 and out-year estimated priorities for FY 2021 and FY 2022. All requests should be aligned with the institutional strategic plan and established priorities.
November 2018	Units and departments work together with division heads to develop budget priorities. Each unit/department/college submits their budget request to the Division/College budget manager to draft an aggregate budget request for their Division/College.
November 2018	UPRAC meeting consisting of: <ol style="list-style-type: none">1) FY 2018 year-end financial report2) FY 2020 projected budget3) FY 2020 budget priorities discussion4) FY 2020 division budget template review
December 2018	Division and college heads determine overall budget request priorities working with appropriate Vice Chancellors.
January 2019 (early)	Internal Budget Advisory Council, consisting of the Chancellor, Executive Leadership Team, Academic Deans, and Faculty Senate President, meeting to hear budget presentations from individual Colleges within Academic Affairs.

January 2019 (mid)	Internal Budget Advisory Council meeting to hear budget presentations from individual Divisions.
January 2019 (late)	Internal Budget Advisory Council meeting to review presentations and discuss budget priorities.
January 2019	Mandatory, lab, course or other specialized fees should be submitted, including those approved through the curriculum development process.
February 2019	Executive Leadership Team meets and decides prioritized investment requests to share with UPRAC.
February 2019 (late)	UPRAC meets to discuss investment priorities as proposed by Vice Chancellors and provides input.
March 2019 (early)	Budget priorities presented to the Chancellor. Document presented to the Chancellor will include an agreed upon salary pool for the upcoming fiscal year.
March 2019 (mid)	Executive Leadership Team finalizes proposed budget.
March 2019 (late)	Chancellor and Executive Leadership Team share finalized proposed budget with the Internal Budget Advisory Council.
April 2019	Chancellor hosts town hall meeting to share proposed budget with campus.
April 2019	UT System to Campus visit to present proposed budget.
June 2019	UT Board of Trustees approves proposed budget.