

UA Strategy, Planning and Budget Calendar

(last updated 5-22-2023)

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Date	Responsible Party	Year	Action/Event	Audience	Operating Budget	Capital Budget	Performance	Personal Services	Notes
May - August	MAUs	FY25	Initial MAU performance reports created, including written analysis, definitions, baseline data	UA & MAU Leadership			PME Process		Designated coordinating point person assigned for UAA, UAF, UAS, SO, EE & UA reports
June	President and senior leadership	FY24	-Operating and Capital Budget Appropriation Acceptance -Operating and Capital Budget Distribution Plan Approval -Natural Resources Fund Budget Allocation Approval	BOR	OBD Process				
June	SO SPB	FY25	-Distribute instructions regarding: -Submitting Operating & Capital Budget Requests -Updating the 6-yr Capital Improvement Plan	MAUs	OBD Process	CBD Process			
June	UA Leadership	FY25	Budget, Goals, and Measures Planning Discussion	BOR	Yes		Yes		
June - 20th	MAUs	FY24	Initial budget entries due	SO SPB	Yes				
June - 26th	SO SPB	FY24	Initial budget entries to Finance	SO Finance	Yes				
June - 26th	SO SPB	FY24	Initial position budget entries to HR	SO HR	Yes				
June 26th - June 30th	SO HR	FY24	-No position data entry (NBAPOSN/NBAPBUD) after 5pm until notified by SO HR -HR Budgets Rolls to Zero through Budget activation	MAUs	Yes			Yes	Scroll to Fiscal Year Close Procedures
June - 30th	SO Finance	FY24	Temporary unrestricted budgets reversed and permanent budgets loaded	MAUs	Yes				Scroll to Year End Instructions
July 1st		All	Fiscal year begins	UA	Yes		Yes	Yes	
July	SO SPB	FY25	Compensation and fixed cost budget estimates developed	MAUs	Yes			Yes	

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July	DoF	FY24	New Capital Appropriation Collocation Codes Created/Distributed	SO SPB		CAT Process			
July	SO SPB	FY24	New Collocation Codes set up in Banner	MAUs		CAT Process			
As Needed	MAUs	All	Funds Attached to Collocation Codes	SO SPB		CAT Process			
July	SO SPB	FY25	Instructions for completing ABS narrative sections issued	MAUs	Yes				
July - 14th	MAUs	FY23	Final Authorized: balance budget and Expenditures in Banner (allocation, object code, and fund source) prior to SO Finance roll	SO SPB	Yes				
July - 15th	SO Finance	FY23	Fiscal year roll in Banner	UA	Yes				
July - 24th	MAUs	FY24	Management Plan: balanced operating budget in Banner (allocation, object code, and fund source)	SO SPB	Yes				
July - 31st	SO SPB	FY24	Management Plan Budget (including personal services report) Scenario Due	OMB	Yes			Yes	
August 1st	MAUs	FY25	Submitted: Operating Budget Requests Capital Budget Requests 6-yr Capital Improvement Plan DM/R&R Project list	SO SPB	OBD Process	CBD Process			
August	MAUs	FY24	Deferred Maintenance Expenditure Projections Submitted	SO SPB		CAT Process			
August	SO SPB	FY25	10-yr Revenue Projections	OMB					
August	MAUs	FY25	Universities Budget Meeting	UA Leadership	Yes				

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August	Chancellors	FY25	Review and Provide input: Operating and Capital Budget Requests	President and senior leadership	OBD Process	CBD Process			
August (end of month)	MAUs	FY25	Initial performance analyses published by MAUs on OMB web site for public viewing, and used by UA Leadership in discussion during initial meetings with OMB.	OMB			PME Process		Designated coordinating point person assigned for UAA, UAF, UAS, SO, EE & UA reports
September - November	MAUs	FY25	Final MAU performance reports entered, including written analysis, definitions, baseline data, in alignment with the overall budget. Note: Content changes made later in this period typically undergo review, and may require OMB approval to publish.	UA Leadership			PME Process		Designated coordinating point person assigned for UAA, UAF, UAS, SO, EE & UA reports
September (early)	SO SPB	FY25	Deferred Maintenance/Renewal & Repurposing Project list submitted	OMB		CBD Process			
September	SO SPB	FY24	Deferred Maintenance Expenditure Projections Submitted	OMB		CAT Process			
September	UA Leadership	AY25	Discussion and Approval of Tuition Rates	BOR	Yes				
September	SO SPB	FY25	Review: Operating Budget Request Capital Budget Request 6-yr Capital Improvement Plan	BOR	OBD Process	CBD Process			
September	SO SPB	FY23	Final Authorized and Actual Scenarios due in ABS	OMB	Yes				
September	UA Leadership	FY25	Initial Meetings with Legislative Finance Division	Leg. Fin.	OBD Process				

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September	UA Leadership	FY25	Initial Meetings with OMB	OMB	OBD Process				
September	SO SPB	FY24	Capital Appropriation History Updated	UA		CAT Process			
September (late)	SO SPB	FY24	Authorized Budget Distribution Document (Yellowbook) Published	UA					
October	MAUs	FY25	Complete MAU Level Operating Budget Narratives & Org Charts for ABS	SO SPB	Yes				
October	SO SPB	All	Capital Committed Funds & Transfer Reports Created	BOR		CAT Process			
October (late)	SO SPB	FY25	UA Level Narrative Submitted	OMB	Yes				
November (early)	UA Leadership	FY25	Approval: Operating Budget Request Capital Budget Request 6-yr Capital Improvement Plan	BOR	OBD Process	CBD Process			
November (early)	SO Finance	FY23	Financial Statements Audited Financial Statements Available	BOR					
November	SO SPB	FY25	MAU Level Operating Budget Narratives & Org Charts in ABS	OMB	Yes				
November	SO SPB	FY25	Submitted: Operating Budget Capital Budget	OMB	OBD Process	CBD Process			

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November (end of month)	MAUs	FY25	Final MAU performance analysis published via OMB action on website for public viewing and locked until next cycle.	OMB			PME Process		Hard stop due date set by SO SPB, as select content is included in both UA Budget book and Governor's Budget Proposal. In recent years, this has occurred in early December.
December	SO SPB	FY25	Due: Gov/UA Budget Book due NOTE: Once this is submitted, OMB will not allow changes to published performance analysis content until the next reporting cycle.	OMB	Yes	Yes	Yes	Yes	
December 15th	Governor	FY25	Budget Proposal submitted to Legislature	Legislature	Yes	Yes			
December (late)	MAUs	FY24	Due: Capital Appropriation Status Updates (CASR)	SO SPB		CBD Process			
January (early)	SO SPB	FY24	Due: Capital Appropriations Status Reports (CASR)	OMB		CBD Process			
January (early)	SO SPB	FY24	Submit supplemental request(s) to OMB	OMB	Yes	Yes			
January (early)	SO SPB	FY25	Discuss possible budget amendments with OMB	OMB	Yes	Yes			
January	SO SPB	FY25	Operating and Capital Budget Document Published (aka Redbook)	UA	OBD Process	CBD Process	Yes		
January	Legislature	All	Legislative Session Begins 3rd Tuesday in January	State of Alaska	Yes				
Feb - March	UA Leadership	FY24	Supplemental Request Approval (if applicable)	BOR	Yes	Yes			

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Feb - March	UA Leadership	FY25	Amendment Request Approval (if applicable)	BOR	Yes	Yes			
Feb - March	UA Leadership	FY25	Budget Request - Legislative Status Report	BOR	Yes	Yes			
Feb - March	Governor	FY25	Amended budget scenario released	Legislature	Yes	Yes			
March (early)	MAUs	FY24	Lapsing Capital Appropriations Review/Extension Requests	SO SPB		CAT Process			
April (early)	MAUs	FY24	University Spring Management Report Review	UA Leadership	Yes	Yes			
April - 15th	UA Leadership	AY25	Tuition Rate Notice (letter from the President per BOR P05.10.060)	BOR					
April	UA Leadership	FY24	Budget Request - Legislative Status Report	BOR	Yes	Yes			
April - June	SO SPB	FY24	Lapsing Capital Appropriations Reviewed/Extended	DoF		CAT Process			
April	SO SPB	FY25	Operating and Capital Budget Distribution Plan Recommendation Developed	UA Leadership	OBD Process	CBD Process			
April (late)	SO SPB	All	Capital Committed Funds & Transfer Reports Created	BOR		CAT Process			
May	Legislature	FY25	Leg: Budget submitted to Governor for signature and veto review Gov: Operating and capital bills are signed	Governor	Yes	Yes			
May	SO DAIR	FY26	Updated Draft Performance Management Evaluation Procedures Distributed	MAUs			PME Process		Designated coordinating point person assigned for UAA, UAF, UAS, SO, EE & UA reports
May	SO Finance	FY25	Temporary budgets rolled in Banner	MAUs	Yes				Link to Finance year end calendar