

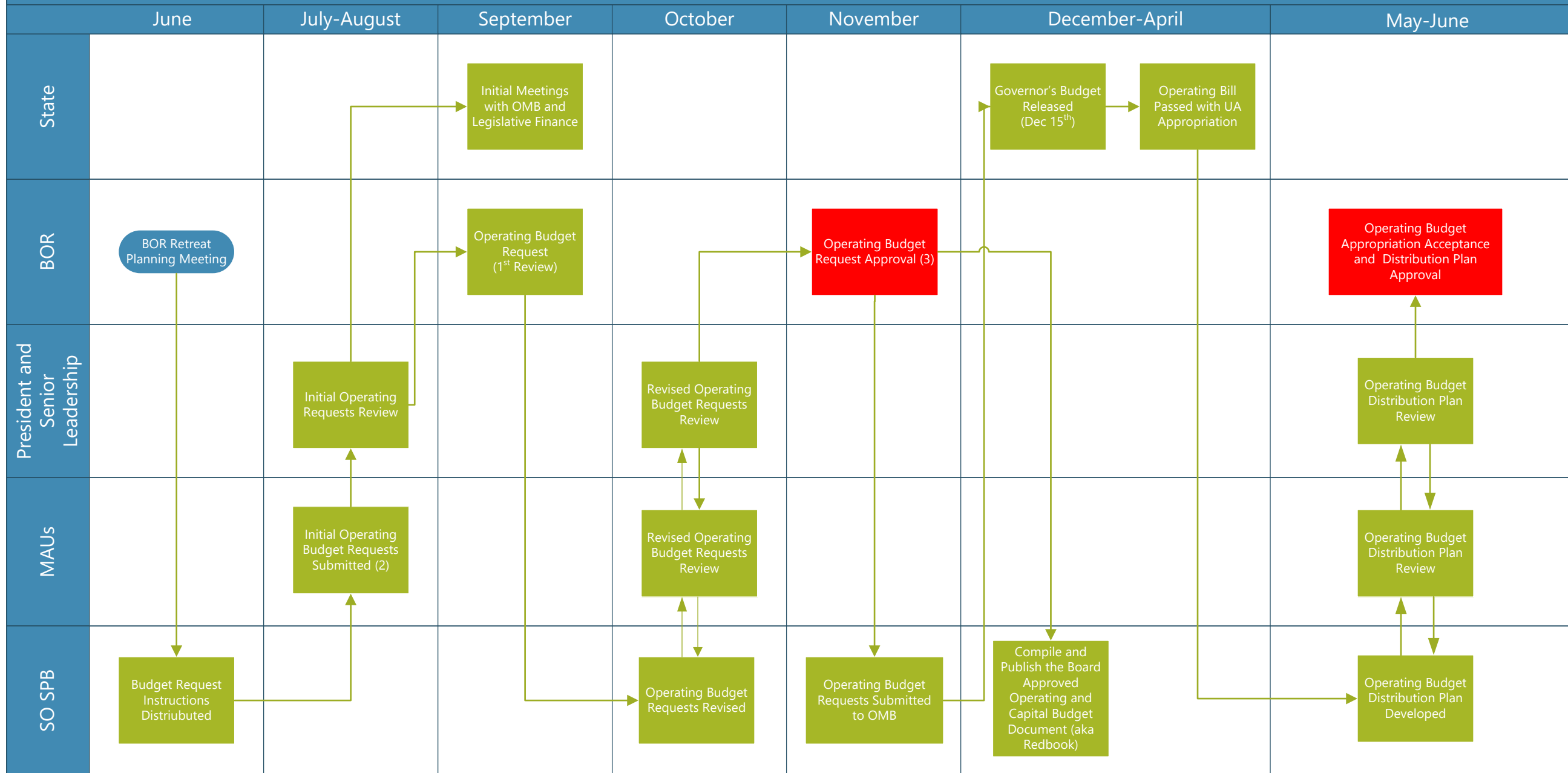
**University of Alaska System  
Office of Strategy, Planning, & Budget  
Operating Budget Development Process  
(last updated June 2022)**

Operating Budget Timeline <sup>1</sup>

Submission		Action Date	Action/Event	Audience
		June	University Budget Development Guidelines Distributed (Based on BOR Retreat Planning Meeting)	MAUs
August	Initial Operating Budget Requests <sup>2</sup>	August	Review and Provide Input: Operating Budget Requests	President and Senior Leadership
		September (mid)	Operating Budget Request (1 <sup>st</sup> Review)	BOR
			Initial budget meetings with state agencies: operating budget proposals ready for discussion	OMB/ Leg. Finance
September	Revised Operating Budget Requests	November	Operating Budget Request Approval Note: No substantial changes (dollar amounts, titles, descriptions) can be made after BOR approval.	BOR
			Operating Budget Requests Submitted	OMB
		December 15th	Governor's Budget released	Legislature
		January	Operating and Capital Budget Document Published (aka Redbook)	UA
April-May	Final Legislation	April-May	Operating Budget Distribution Plan and Recommendation Developed	UA Leadership
		June	Operating Budget Appropriation Acceptance and Distribution Plan Approval	BOR

1. Exact dates will be determined on an annual basis.
2. Budget Requests should follow the submission process established by each MAU. Budget Requests submitted to the System Office must contain the following information:
  - Type - On-going base funds (Operating) or one-time funds (Capital), if one-time, does the request fit better in the Capital Budget (see Capital Budget Development Process)
  - Funding source(s) requested - unrestricted general funds, federal and/or university receipt authority (permission to expend funds), other funds, or a combination of funds
  - If new positions are required, how many full-time and/or part-time
  - A Descriptive Title
  - A Brief Description - used in publications (e.g. annual budget book (aka Redbook), board documents, state's budget system)
  - Justification/Background statement– additional information about the need for the project
  - Proposed structure (allocation) changes, if applicable

# Operating Budget Development<sup>(1)</sup>



(1) Exact dates will be determined on an annual basis and communicated via email.

(2) Budget Requests should include any proposed structure (allocation) changes.

(3) No substantial changes (dollar amounts, titles, descriptions) can be made after BOR approval.