July / September 2016

- FY17 Approved Operating Budgets are reviewed individually with Senior Staff ensuring that operating budgets are understood and being applied to the highest priorities. The review will include:
  - Operating Budgets
  - FY17 funded new initiatives
  - Start-up budgets
  - Prior Year PO’s
  - Available fund balances
  - Vacancy lists and turnover targets
- FY17 Approved Capital Budgets (facilities and IST) are established and on-going discussions occur
- Fall 2017 (FY18) Faculty recruitment and associated start-up packages are approved and advertising begins
- Budget Planning Model (FY17-FY20) is updated to reflect FY17 Approved Operating Budget

October / November 2016

- Vice President’s begin developing potential requests for new funding that support the ‘2020 Vision’
- FY18 State Budget Submission is finalized and sent to NJ OMB
- Fall 2016 semester actual / Spring 2017 enrollment projections are submitted by VP Academic Support and Student Affairs. FY17 year-end tuition and required fee projections are prepared for review
- FY17 Mid-Year Operating Budget assessments are reviewed individually with Senior Staff to support FY18 budget requests, as well as reviewing FY17 year-to-date commitments. The review will include:
  - Operating Budgets
  - FY17 funded new initiatives
  - Start-up budgets
  - Available fund balances
  - Vacancy lists and turnover targets
- FY18 Budget Presentation instruction and templates are distributed to Vice Presidents and due back to Budget Office by Friday, January 6.

December 2016

- Results of the FY17 operating budget assessments are included within FY17 Mid-Year Budget review
- Proposed FY17 Mid-Year Budget changes are submitted to Vice Presidents

January / February 2017

- FY17 Mid-Year Budget changes, subject to Spring enrollment, are finalized
- Develop and distribute FY18 Personnel Book to respective Vice President’s for review by February 10, 2017
- Fall 2017 (FY18) enrollment projections provided by VP Academic Support and Student Affairs
- FY18 Budget Presentations occur. Each Vice President presents their proposed new FY18 strategies and initiatives (above the FY17 base budget) to the Senior Staff. The Provost and CFO will inform and collaborate with the University Senate Finance sub-committee and others, as needed. Proposals are linked to ‘2020 Vision’ tactics, metrics, and KPIs. Presentation would include, as applicable:
  - Status report on FY17 funded new initiatives
  - Update on FY18 new faculty recruitment and start-up packages
New Jersey Institute of Technology
FY17 and FY18 Operating and Capital Budget Development Calendar

- University Lecturers, adjuncts and staff recruitment requests
- Student Awards
- Equipment and general non-personnel
- Proposed FY17-FY20 capital and technology projects

- FY18 Governor’s Budget is introduced. Includes a recommendation for NJIT appropriation (Legislative process continues through June)
- Budget Planning Model (FY17-FY20) is updated to reflect FY17 Mid-Year Budget
- Vice President’s complete their review of the FY18 Personnel Book with any questions resolved with the Budget Office by Friday, February 17
- Fall 2017 enrollment projection template is completed/submitted to Budget Office by Friday, February 24

March / April 2017
- Budget Office works with respective Vice President’s to develop FY18 budgets for special programs, e.g.: CPE, Non-Credit, Pearson, EMBA, Residence Halls/Greek Village, Research Business Centers, Pre-College Programs, NJII, EDC, and Intellectual Property
- FY18 preliminary base non-personnel budgets are established in Banner
- FY18 new initiatives are prioritized by Sr. Staff which includes feedback from the University Senate Strategic Planning Committee
- FY2018 Scorecard is updated to reflect enrollment projections, tuition and fee options, and FY18 budget presentation requests
- FY18 Budget Development status reviewed with Board of Trustee Executive and Audit and Finance Committees

May – June 2017
- FY18 Budget Scorecard and Tuition and Fee rate scenarios are prepared
- Draft Operating and Capital / Technology Budget presentations are prepared
- Draft Tuition and Fee Rates schedule is prepared
- FY18 Budget Development status reviewed with Board of Trustee Executive and Audit and Finance Committees

July 2017
- FY18 State Appropriation is finalized
- FY18 Budget Schedules are prepared for Board of Trustee action
  - FY18 Proposed Tuition and Fee rate Schedule
  - FY18 Proposed Operating Budgets
  - FY18-FY20 Proposed Capital and Technology Budgets