

**SUNY Old Westbury
Annual Budget Calendar**

Period	Action
Jan	<ul style="list-style-type: none"> ◆ Business & Finance (B&F) Division provides quarterly OTPS expenditure budget-to-actual reports (thru December 31st) to VPs and Department Heads
Feb	<ul style="list-style-type: none"> ◆ Divisions/Departments submit requests for any proposed fee increase to an IFR account to B&F for review; B&F forwards to President and System Administration for approval
Mar	<ul style="list-style-type: none"> ◆ B&F meets with Facilities, University Police and Residential Life regarding proposed DIFR budget
Apr	<ul style="list-style-type: none"> ◆ B&F submits College initial revenue projections to System Administration based on estimated enrollments obtained from Institutional Research and Enrollment Management Services ◆ VPs and Department Heads prepare preliminary operating budgets for state-purpose, new initiatives and IFR budgets ◆ B&F provides quarterly OTPS expenditure budget-to-actual reports (thru June 30th) to VP's and Department Heads ◆ B&F meets with Facilities, University Police and Student Affairs to discuss modifications to DIFR budget ◆ VPs and Department Heads submit budget requests to B&F for state-purpose and IFR budgets ◆ VPs and Department Heads meet with B&F to discuss preliminary budget requests and plans for upcoming fiscal year
May	<ul style="list-style-type: none"> ◆ B&F finalizes DIFR budget and submits to System Administration ◆ System Administration provides B&F with Campus' preliminary state-purpose financial plan amount ◆ B&F meets with VPs and Department Heads to review changes to budget requests and authorized headcount
Jun	<ul style="list-style-type: none"> ◆ B&F and System Administration finalize state-purpose and IFR budgets
Jul	<ul style="list-style-type: none"> ◆ System Administration provides adjusted financial plan amount for Campus ◆ B&F provides quarterly OTPS expenditure budget-to-actual reports (thru June 30th) to VP's and Department Heads ◆ B&F prepares and submits Form 1 (the detailed budget data input file) to System Administration
Aug***	<ul style="list-style-type: none"> ◆ B&F finalizes Form 1 (i.e., input data and reconcile departmental budgets to total funding); completed Form 1 is sent to System Administration for review and approval ◆ B&F prepares Campus financial spending plan for the fiscal year ◆ B&F advises VPs and Department Heads of final allocations to their accounts
Sep***	<ul style="list-style-type: none"> ◆ Campus receives departmental allocation (funding) from System Administration based on Form 1 request ◆ System Administration provides funding for temporary allocation accounts
Oct***	<ul style="list-style-type: none"> ◆ B&F provides quarterly OTPS expenditure budget-to-actual reports (thru September 30th) to VP's and Department Heads ◆ B&F re-projects College revenue based on actual student headcount and Spring estimate; sends to System Administration (second re-projection due in March)

*** Dates are approximate and contingent on NY State budget being passed by April 1st and System Administration obtaining approvals from DOB and OSC and timely processing of allocation to campuses.