

FY2022 UTSA Annual Operating Budget to UT System Timeline for Financial Lead and Budget Office

| Start Date | Completion Date | Action Item |
|--|-----------------|--|
| <u>Revenue Forecasts and Revenue Transfers</u> | | |
| February 5 | February 26 | Net Sales and Services (Auxiliary and Other Designated) |
| February 5 | February 26 | Other Revenue - Other Designated Funds |
| February 5 | February 26 | Non-Mandatory Fees |
| February 5 | March 26 | Data Request to VPR and VPDAR for Restricted Revenue Projections- Gift, Endowment and Sponsored Programs |
| February 12 | February 26 | Net Sales and Services (Auxiliary and Other Designated) - Revenue Transfers |
| February 12 | February 26 | Other Revenue - Other Designated Funds - Revenue Transfers |
| February 12 | February 26 | Non-Mandatory Fees - Revenue Transfers |
| February 26 | March 19 | Mandatory Fees Forecast on Enrollment Projections provided to Academic and Auxiliary Areas |
| February 26 | | Tuition Forecasted on Enrollment Projections (Inc. Differential and On-line) to Leadership |
| March 5 | March 19 | Mandatory Fees - Revenue Transfers |
| <u>Position Updates for Budgeted Positions</u> | | |
| February 26 | March 26 | Position Reviews for adjustments related to New/Eliminated positions and Funding Changes |
| <u>Hyperion Cost Center Reviews and Balancing</u> | | |
| April 9 | | Communication to Campus on "CUT-OFF" for Permanent Transfers to be Included in Hyperion |
| April 19 | May 14 | Balancing of Individual Cost Centers utilizing Hyperion Change Request Forms |
| <u>Budget Office to Finalize the Preliminary Budget Details with Leaderships</u> | | |
| May 14 | June 14 | Produce Preliminary Reports from Hyperion, Review Revenue Projections, Variance Analysis, etc. |
| <u>Due Dates for UT System (To be Confirmed - Currently Based on Previous Legislative Year Due Dates)</u> | | |
| May 17 | Tentative | Draft of goals and priorities to UTSA Leadership to share with UT System |
| June 1-11 | Tentative | UT System Budget Meetings on Goals and Priorities |
| June 15 | Tentative | UT System Draft Budget and Supporting Schedules Due |
| July 9 | Tentative | UT System Final Budget and Support Schedules Due |
| <u>Budget Load into PeopleSoft for FY2022 - To Be Completed by Budget Office</u> | | |
| July 30 | | Files prepared to load PeopleSoft |
| August 6 | | FY2022 Budget Loaded into PeopleSoft |
| August 13 | | Share Permanent Transfers with Campus that occurred after Hyperion Cut-off |