



Office of Planning, Budget & Analysis

TO: Branch Campuses *ma*  
 FROM: Norma Allen, Associate Director, Office of Planning, Budget and Analysis  
 DATE: February 17, 2017  
 SUBJECT: **Fiscal Year 2017-2018 Budget Deadlines**

Significant dates pertaining to the FY17 Budget Adjustment Request (BAR), FY18 Budget Development and Approval, and the Higher Education Department (HED) document are shown below. All reports should be generated and reviewed prior to the deadline completion date below and submitted on the due date.

On April 7, 2017, the Regents will meet to approve tuition, fees and salary guidelines for Fiscal Year 2018. Branch campus proposed tuition and fee rates will be part of that discussion.

Task	Due Date
Finish reviewing the <b>FY17 Unrestricted and Restricted Original Budget</b> WebFOCUS Report	3/01/17 Wednesday
Budget Planner opens for FY18 budget data entry	3/13/17 Monday
Run and finish reviewing the <b>FY17 Restricted Revised Budget</b> and the <b>FY18 Restricted Original Budget</b> . (OPBA loads the budgets on 3/10/17. The WebFOCUS Report can be generated after 3/10/17)	3/15/17 Wednesday
BDT and BD4 JV Entries must be received in the OPBA approval queue by 5:00 PM. These entries will be used to generate the WebFOCUS State Format Report for the FY17 Unrestricted Revised Budgets	3/24/17 Friday
Submit the <b>Final Proposed Tuition &amp; Fee Rates for FY18</b> to OPBA for inclusion in the Regents' presentation material	3/31/17 Friday
OPBA emails Branch Campuses the manually created <b>FY17 Original and Revised Exhibit 1A</b>	4/4/17 Tuesday
Full Board of Regents Meeting - FY18 Budget Development Hearings/Adopt Tuition and Fee Rates and Salary Guidelines	4/07/17 Friday
Prepare a <b>Preliminary FY17 HED Format BAR</b> using the data from the WebFOCUS State Format Report	4/12/17 Wednesday
Run and finish reviewing <b>FY17 Unrestricted Revised Budget</b> . (OPBA loads the budgets on 4/5/17. The WebFOCUS Report can be generated after 4/5/17)	4/14/17 Friday
Submit only the <b>Final FY17 HED Format BAR</b> for inclusion in the Regents' approval material to OPBA by 5:00 PM	4/14/17 Friday
HR locks Branch Organization Level 3 in Salary Planner	4/19/17 Wednesday
OPBA locks Branch Organization Level 3 in Budget Planner	4/19/17 Wednesday
OPBA emails Branch Campuses the manually created <b>Final FY17 and FY18 Exhibit 1A</b>	4/25/17 Tuesday

<b>Task</b>	<b>Due Date</b>
Finish reviewing the <b>FY18 Unrestricted Original Budget and the entire State Format Report</b> . (OPBA loads the budgets on 4/25/17. The WebFOCUS Report can be generated after 4/25/17)	4/26/17 Wednesday
Submit all applicable exhibits/schedules as a pdf and email the complete copy of the FY17 Budget Adjustments and the FY18 Operating Budget to NMHED with a copy to Regina Dominguez <a href="mailto:rmunoz@unm.edu">rmunoz@unm.edu</a> and your contact person	4/28 - 5/01/17
Full Board of Regents Meeting - Approve FY17 Budget Adjustment Requests and FY18 Operating Budget	5/12/17 Friday

### Contact List

<b>Branch</b>	<b>Contact</b>	<b>Phone</b>	<b>Email</b>
Branch Team Lead Gallup	Tom Stephenson	(505) 277-0520	tstephen@unm.edu
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Please refer to the Office of Planning, Budget and Analysis website for Standard Operating Procedures (SOPs) regarding the preparation of the NMHED State Format document <http://budgetoffice.unm.edu/>.