

## **School of Engineering Annual Budgeting Cycle**

September – In response to the annual call from the Provost, a letter is sent from Dean of Engineering to Department Heads, Lab Directors, and Center Directors requesting the DLC's budget proposal. The letter includes guidelines for creating the budget, and notification of the deadline for submission.

November - Budget proposal due to the Dean's Office from DLCs. This is the budget proposal for the fiscal year that will begin on the following July 1. For example, budget proposals for Fiscal Year 2003, which begins on July 1, 2002, were due in the Dean's Office on November 9, 2001.

Also, at this time, an electronic copy of the x-schedule (salary distribution spreadsheet) used to create the budget should be sent to the Dean's Office.

December – The Dean has a budget meeting with the Department or Director of each unit submitting a budget proposal. The Dean's Office then creates and submits a School budget proposal to the Provost.

February – The provost replies to the Dean with the approved budget for the School. The Dean then sends a letter to the Department Heads and Directors with copies to the Administrative Officers notifying them of the approved budget.

DLC Administrators then enter the approved base budget in the NIMBUS system. At this time, budgets can be entered in NIMBUS for internal orders (specifically Professorships) and WBS cost objects.

Also in February, a letter is sent to the DLCs from the Budget Office, informing administrators when and how to enter budgets in NIMBUS.

June – DLCs submit an updated x-schedule to the Dean's Office based on a more realistic understanding of how salaries will be charged in the upcoming fiscal year including salary increases and promotions. This x-schedule should be used as a tool for submitting salary budgets in NIMBUS.

Throughout the Year – Generally as of July 1, of each fiscal year, the Dean's Office, Budget Office, Provost's Office, and others may make adjustments, both base and non-base, to your budget based on agreements with you as well as standard Institute policy. Some examples of these are included on the [Operating Budget Withdrawals schedule](#) prepared by the Dean's Office and available on the web.