

UMCES Operating Budget Cycle:

July-

- Final budgets loaded to Kauli Financial Systems(KFS) for new fiscal year
- Department of Budget and Management(DBM) Monitors allotments and expenditures
- UMCES Budget officer start next fiscal year budget request for salary and fringes

August

- Mandatory Cost Estimates distributed from System office for next fiscal year budget
- USM Budget Officers Meeting
- Working Budget Amendments due to System office
- Flexibility Position Requests due to System office
- Target reduction and Enhancement Requests from System office
- Institutional Accomplishments to System office
- UMCES Budget Officer prepares budget request Salary and Operating
- Administration approves budget request
- Final current year budgets to all labs

September

- Requested Budget due to System office and DBM
- Target reduction and Enhancement Requests due to System office
- UMCES Budget Officer inputs budget into Budget Application System (BAS)
- UMCES Budget Officer completes Form DBA form 1, 1B, Institutional Profile, Turnover Expectancy reconciliation, Part salary detail, Recoveries from Indirect Costs Federal Grants and Contracts and Form 20 Restricted and Unrestricted funds for prior year actual, current year appropriations and next year requested budget

October

- Budget File due to DBM
- DMB Analysis requests
- Chancellor/President Retreat
- Target reduction and Enhancement Requests due to DBM
- Institutional Accomplishments due to DBM

November

- Board of Regents Retreat
- DBM presents initial recommendations to Governor
- Governor meets with State Agencies on Budgets

December

- University System of Maryland and DBM meet on Governor's Budget
- Governor's Allowance created-decisions regarding agency budgets and statewide issues finalized –Office of Budget Analysis(OBA)
- OBA prepares the Governor's Allowance budget and various complementary publications
- Final Budget Decisions

- UMCES Budget Officer resubmits next fiscal year budget (Form DBA form 1, 1B, Institutional Profile, Turnover Expectancy reconciliation, Part salary detail, Recoveries from Indirect Costs Federal Grants and Contracts and Form 20 Restricted and Unrestricted funds for prior year actual, current year appropriations and next year requested budget with new updated mandatory costs from DBM. Note usually around the 25th with a one day turn around)

January

- Discussion of Budgets at Executive/Administrative Council
- Press conference by Governor 3rd Wednesday in January, or 10 days after the 2nd Wednesday if a newly elected Governor
- Budget on DBM website
- Legislative Session and Supplemental budget review January to Early April
- Budget Allowance sent to General Assembly

February

- Analysis of budget as requested by System office
- Discussion of Budgets at Executive/Administrative Council
- Operating Budget Hearings(usually in February)

March

- Legislative Appropriations process
- Discussion of Budgets at Executive/Administrative Council

April

- General Assembly ends with Final budgets approved
- Discussion of Budgets at Executive/ Administrative Council
- Working Budget Instructions from System Office
- UMCES Budget Officer works with all labs to adjust budgets

May

- UMCES Budget Officer works with labs to finalize working budgets

June

- UMCES Budget Officer prepares annual operating working budgets in Budget Preparation and Maintenance System(BPM) after meeting with labs
- UMCES Budget Officer sends Final budget reports to labs

Note: The System office can request analysis on any budget item at any time.

