

Samford University

Annual Budget Cycle

Processes/tasks in red shared by operating units

Analysis / Review			Forecasting / Planning						Development		
			Phase 1			Phase 2			Key budgets into Banner		DSFS Review
JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
Review prior year budget to actual results Review year over year changes Review financial position of schools and programs Update and review all annual schedules			Current year financial projections Develop Pro Forma Assumptions defined Funding discussions Enrollment projections Produce preliminary budget Develop tuition rates and fees: (Undergraduate Tuition and COA approved)			Tuition and fees approved Decision on raises Assumptions finalized Funding approvals Propose final budget			Budget redeployment (detail work) by each operating unit		DSFS Review Present budget to Board Load final budget 6/30