



## Timelines for the budget process

Date	Task
Early fall	Forecasting training provided by Budget Office.
Early October	Forecasting workflow initiated.
Mid October	Forecasting workflow closed.
Late October	Forecast and Q2 meetings with departments and faculties.
Late fall	Budget training provided by Budget Office.
Early December	Budget workflow initiated - departments to update their preliminary budget and review their personnel schedule in Prophix.
Mid December	Deadline for Deans to provide list of faculty hires to Provost Office.
Mid January	Provost Office sends list of faculty hires to Director of Budgets.
Late January	Departments complete preliminary budgets in Prophix.
Early February	Provost, VP Finance, and Director of Budgets review submitted budgets, and any questions are sent to the departments as required.
Mid February	Provost, VP Finance, and Director of Budgets meet with Deans/department heads to discuss submitted preliminary budgets. Director of Budgets to update budgets with any changes.
Early spring	Updated preliminary budget presented to Senate Budget Committee.
Early spring	Provost, VP Finance, and Director of Budgets consult with Deans/department heads if further changes are required to their budget dependent on the MB Provincial Funding letter and enrolment data. Director of Budgets to update budgets with changes as required.
Mid-March and April	President and VPs review adjusted budget.
Mid-March and April	Director of Budgets enters any last changes.
Late spring	Completed budget presented to the Board.
Late spring	Approved budget present to Senate Budget Committee.
Late spring	Board-approved budget is distributed to departments.