

2019 – 2020 Budget Schedule – Key Dates

Dates	Activity
2018	
May	Release of Budget Letter 2019-2020 from VPs
May 31	Distribution of all planning documents to Budget Holders <ol style="list-style-type: none"> Multi-year combined budget trend analysis for utilization rates of status quo budget. Excel templates for capital purchase requests, and Student Services Fee initiative funding. Requests are optional; however, the applicable senior budget holder must vet the templates prior to submission. 2019-2020 to 2021-2022 strategic resource plan template for divisional vetting by applicable senior budget holder.
April 1 – September 14	Planning timeline for Budget Holders <ol style="list-style-type: none"> Prepare Strategic Resource Plan for fall presentation to peers and senior budget holders. Connect with Budget Office if significant (greater than \$100k net revenue) change in baseline 2018-2019 budget is required (ex. New program launch anticipated, significant changes in student numbers).
May - June	Environmental Scan preparation and writing
June - December	Building timeline for Budget Office <ol style="list-style-type: none"> 2018-2019 Labour Plans updated for known pay scale and incumbent changes as well as establishing budgets (in communication with Budget Holders) for unfunded ongoing positions. Known new expenditures and funding sources for significant (\$100k) initiatives will be incorporated. Targets for Off-Grant activity reviewed with senior budget holders based on 2018-2019 budgets and multi-year trend rates.
July	Circulation of Environmental Scan
TBD	Review of draft submissions by Senior Budget Holders (TBD, but prior to September 14)
September 12	Presentation of Environmental Scan to President's Council
October 15	Presentation of Environmental Scan to Planning & Priorities Committee for consultation
September 14	Submission of all planning documents to Finance <ol style="list-style-type: none"> Excel templates for capital purchase requests and Student Service Fee Initiatives if applicable Completed 2019-2020 to 2021-2020 strategic resource plan document
October 18 and 19	Budget Holder SRP presentations to peers with Senior Budget Holders and Finance
Before October 15	Presentation of Environmental Scan to the Leaders of BCGEU, CUPE, VIUFA, VIUSU
November 1	Planning and Priorities reports on Environmental Scan to Senate
November 22	Presentation of Environmental Scan to Finance Committee of the Board for consultation
November 20 and 21	Budget Finalization (Senior Budget Holders and Finance)
2019	
February 6	Presentation of VIU Proposed Budget to President's Council
February 11	Presentation of VIU Proposed Budget to Planning and Priorities
March 7	Planning and Priorities reports on Proposed Budget to Senate
March 28	Final Draft Budget for Finance Committee and Board approval (including Senate feedback summary)
Note 1)	September Board Meeting – First Reading of Domestic and International Tuition and Fees
Note 2)	November Board Meeting – Second Reading of Domestic and International Tuition and Fees