

2015-2016 Budget Schedule – Key Dates

Dates	Activity
June – September	Planning Document Preparation Work - Finance to create 2015/2016 Status Quo Report for review by Budget Holders and distribute templates
May – October 10	Budget Holders to prepare Strategic Resource Plan documents
September 1 – October 3	Environmental Scan Preparation and Writing.
September 9 – 12	Release of Budget Letter 2015-2016 from the Vice-Presidents and call for submissions.
September 30	All cash flow (timing), object code and labour plan adjustments to be submitted to Finance.
September 30 – October 10	Review of draft and discussions between Budget Holders and VPs . Finance representative to be available to be present at VP meetings with Budget Holders or Council meetings where reviews occur.
October 8	Presentation of Environmental Scan to President’s Council.
October 10	Budget Holders to email reviewed Strategic Resource Plan and all attachments to Finance Office for collation of submissions.
October 15 deadline	Presentation of Environmental Scan to the Leaders of BCGEU, CUPE, VIUFA (as per article 6.6.5.4 of the VIUFA Collective Agreement).
October 20	Presentation of Environmental Scan to Planning & Priorities Committee (P&P) for consultation.
TBD	Student Union Environmental Scan Presentation.
November 3 – 7	Presentations to Senior Budget Holders (President and VPs) of short form plan and summary of budget requests. Finance Office to rebuild budget documents and collate revisions.
November 6	Planning and Priorities reports on Environmental Scan to Senate.
November 27	Presentation of Environmental Scan to Finance Committee of the Board for consultation.
December 1 – 4	Budget Deliberations (Senior Budget Holders - President and VPs).
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January	Preparation of Proposed Budget Plan and Schedules.
February 4	Presentation of VIU Proposed Budget to President’s Council.
February 16	Presentation of VIU Proposed Budget to Planning and Priorities.
March 5	P&P reports to Senate on VIU Proposed Budget.
March 26	Final Draft Budget for Finance Committee and Board approval (including summary of Senate feedback).