Grinnell College Budget Steering Committee Budget Planning Schedule for the 2010/11 Academic Year

Goals

- Develop the budget for the up-coming year in light of budgetary constraints and institutional priorities
- ❖ Help identify and reconsider institutional priorities as circumstances change, review proposals for new or expanded expenditures
- Periodically review the current year's budget

<u>Members</u>

Academic Affairs:

Paula Smith, Leslie Gregg-Jolly, Kathleen Skerrett

Admissions:

Seth Allen

College Services:

John Kalkbrenner

Diversity and Achievement:

Elena Bernal

Faculty/Executive Council:

Steve Andrews, David Lopatto

Finance:

Nancy Combs, Jim Mulholland, Karen Voss

Institutional Planning;

Development, Alumni Relations, Communications:

Marci Sortor

President:

Raynard Kington

Rotating chair:

Bill Francis, Director of Information Technology Services

Students/SGA Treasurer:

Kathy Andersen '13, Gabe Schechter '12

Student Services:

Houston Dougharty

Rough Schedule for FY 2012 Budget Planning

September 1

- ❖ Opening meeting of the full Budget Steering Committee
 - Report on FY 2010
 - > Review of the budget planning process; anticipated issues for FY 2011
 - > Preliminary discussion of FY 2012 planning
- ❖ Information goes out to departments for FY 2012 budget requests shortly thereafter

October 6

- ❖ Department budget requests due
- ❖ Karen Voss and Marci Sortor meet with directors of major budget areas to identify areas that will need special attention

Mid October

- Reports to BSC on
 - ➤ October meeting of the Budget Committee of the Trustees
 - Early projections of FY 2012 revenues and expenditures

Mid October-early December

- ❖ Academic and non-academic subcommittees of the BSC meet to review budget requests
- ❖ Full committee meets to review progress and make further recommendations for balancing the budget

Early-mid December

- ❖ First pass at the FY 2012 budget
- ❖ Check in with Budget Committee of the Board of Trustees

Mid January

❖ Finalize FY 2012 budget with BSC

Early February

❖ Present FY 2012 budget proposal for Board approval

Mid-late February

- Report to BSC on
 - ➤ February meeting of the Budget Committee of the Trustees
 - > FY 2011 variance

Mid March

❖ BSC meets to identify potential areas for consideration for next year's budget

Late spring

- **SC** meets to review
 - > FY 2011 variance
 - ➤ Report on May meeting of the Budget Committee of the Trustees