



UTAH SYSTEM OF
HIGHER EDUCATION

MEMORANDUM

March 15, 2023

Key FY 2023 Dates and Deliverable Dates

The following three schedules are provided to assist Finance & Facility Board members in planning upcoming meetings and deliverables. Board meeting materials typically have deadlines at least two weeks before to allow for preparation and delivery to Board members one week before the meeting.

Institutional Form Deadlines: Contains various forms that collect information for Board initiatives, annual budget setting process, tuition & fee setting process, accountability measures, and other reports as requested by constituents or required by Utah code and Board policy. Report submission is coordinated with institutional budget officers. The attachment contains the calendar year 2023 dates and is consistent year to year.

Capital Facilities Calendar: Contains deadlines for submitting state and non-state funded capital development projects, land bank, revenue bond requests, capital improvement, five-year capital facilities plan, and space inventory. Campus tours are scheduled in the summer once projects are received and coordinated with Board committee members, and report submission is coordinated with institutional Financial Vice Presidents and Facility directors. The attachment contains the fiscal year 2024 dates.

Governor's Office of Budget & Planning Budget Timeline: Contains a budget timeline for state agency submission of financial and performance information that assists with the Governor and Legislative budget-setting process. These forms collect information on institutional revenues, expenses, budget requests, reallocations, performance measures (new funding, line item, and program), vacancy savings, and compensation. The attachment contains the fiscal year 2022 dates (2023 available in July) and is consistent year to year.

Commissioner's Recommendation

This is an informational item; no action is needed.

Attachment



2023 INSTITUTIONAL FORM DEADLINES

<u>DUE DATE</u>	<u>FORM</u>	<u>COMPLETED</u>
January 13	B-3 Revenue Generating Activities 2022-23	
	Money Management	
	Financial Ratio	
March 9	R-6 Differential Tuition Proposals 2023-24	
	R-2 Student Fee Proposal 2023-24	
	R-4 Tuition Proposal 2023-24	
April 3	Tuition and Fee Schedules 2023-24	
April 10	R-5 National Guard Waivers 2023-24 (Degree granting only)	
	H-3 Medical Benefit Changes 2023-24	
May 1	D-2 Draw Schedules 2023-24	
	H-1 Deaf Individuals 2022-23 (2nd half)	
	2023 GS New Funding Item Performance Measures	
June 21	A-1 Operating Revenues & Expenditures 2023-24 (Budget)	
	S-10 Employee Benefits 2023-24 (Budget)	
	R-1 Tuition and Waivers 2023-24 (Budget)	
	I-3 Work Program Revisions	
	B-4 Budget Request Initiative Update 2023-24	
July 17	D-1 Foreign Donations 2022-23	
August 14	A-1 Operating Revenues & Expenditures 2022-23 (Short)	
	A-2 Budget Reallocations 2024-25	
	B-4 Budget Request Initiatives 2024-25	
August 28	H-2 Institutional Residence 2022-23 (Degree granting only)	
	L-1 Leased Space 2022-23	
	G-1 Grants and Contracts 2022-23	
September 15	GOBP Line Item and Program Performance Measures	
October 9	A-1 Operating Revenues & Expenditures 2022-23 (Actual)	
October 16	R-1 Tuition and Waivers 2022-23 (Actual)	
	R-3 Waiver Utilization 2022-23	
	S-3 Educationally Disadvantaged 2022-23 (Degree granting only)	
	S-5 Reimbursed Overhead 2022-23	
	S-6 Institutional Discretionary Funds 2022-23	
November 1	S-8 Auxiliary Enterprises 2022-23	
November 1	B-2 Efficiencies, Reallocations, and Cost Savings 2022-23	
November 6	V-2 Vehicle Expansion 2023-24	
November 20	C-2 Cost Study 2022-23 (Degree granting only)	
December 1	C-3 IPEDS Financials 2022-23	
	H-1 Deaf Individuals 2023-24 (1st half)	
December 29	S-13 Intercollegiate Athletics 2022-23 (Degree granting only)	

CAPITAL FACILITIES CYCLE FOR FY 2025 FUNDING

Submissions to the Office of the Commissioner of Higher Education, mfrancis@ushe.edu = Red

Submissions to the DFCM – Development, mboyer@utah.gov = Blue

Submissions to the DFCM - Improvement, dhunting@utah.gov = Green

State Agency, Dedicated & Non-Dedicated Higher Ed State-Funded Capital Development Project & Land Bank Requests

Due Dates

- **USHE Capital Development request form (Needs Statement) and "Project Pipeline" & "Needs Analysis" (CDP) data and/or Land Bank forms due to Board of Higher Ed*** **June 28,2023**
- **Agency Capital Development request form due to DFCM** **June 28,2023**
- **Condition Assessment from architect/engineer for renovated/demolished project** **July 14,2023**
- **Final Scope, Budget (CBE), and State Funding for Projects**** **August 24, 2023**
- **DFCM to provide final CBE to the Board of Higher Ed** **August 24, 2023**
- **Institutional project presentation** **September 14, 2023**
- **Board of Higher Ed prioritization** **September 15, 2023**
- **Approved Board of Higher Ed priorities submitted to DFCM w/ Need Statements** **September 15, 2023**

Non-State Funded Capital Development Project Requests Due Dates (including Revenue Bond Requests)

- **Project Needs Statement DFCM request form** **August 25,2023**
- **DFCM to provide final CBE to the Board of Higher Ed** **October 20,2023**
- **Institutional NSF project presentations w/ Approval from Board** **November 17, 2023**
- **Approved Board of Higher Ed priorities submitted to DFCM w/ Need Statements** **November 17, 2023**

Capital Improvements

- **Capital Improvement Request (CBE) and Scoping Documents w/ prioritization** **September 29,2023**
- **DFCM CBE review and prioritization sent to Legislation** **January 15, 2024**

5 Yr. Capital Facilities Plan

- **Submit updated 5 yr. capital facilities plan as instructed** **July 7, 2023**

Fall 2021 Space Inventory Reports (complete w/ age, condition, aux/non, own/lease)

- **Submit USHE space inventory reports according to standards in instructions** **August 11, 2023**
- **Space inventory reports verified** **August 18, 2023**

Summer 2022, Fall 2022, and Spring 2023 Classroom and Laboratory Utilization Data

- **Submit USHE space inventory reports according to standards in instructions** **December 1, 2023**

* Feasibility Study or Program should accompany project submission

** Any changes made to square feet or cost estimates after this deadline must be re-submitted through DFCM and approved by the Board of Higher Education in the January meeting.

*** All Project requests submitted to Legislation in the 5 Year book by January 12, 2024



GOVERNOR'S OFFICE OF Planning & Budget

Driving the best investment and use of Utah's resources

FY 23 and FY 24 Budget Guidance

BUDGET TIMELINE:

July 12	<ul style="list-style-type: none">• Budget guidance released• Strategic planning guidance released• Fee guidance released
July - Sept.	<ul style="list-style-type: none">• GOPB holds preliminary meetings with agencies about potential budget requests• Finance directors meeting and budget staff trainings
July 15	<ul style="list-style-type: none">• Fee Prep open for data entry
Aug. 8	<ul style="list-style-type: none">• Funding item performance measures due in Budget Prep
Aug. 15	<ul style="list-style-type: none">• Comp Prep open for data entry• Budget Prep open for budget data entry• Vacancy savings report available
Sept. 16	<ul style="list-style-type: none">• Comp Prep submissions due• Vacancy savings report due
Sept. 21	<ul style="list-style-type: none">• Budget requests due to Budget Prep• Budget forms uploaded to agency folders
Sept. 23	<ul style="list-style-type: none">• Line item performance measures due in Budget Prep• Fee Prep agency submissions due
Sept. 28 - Oct. 5	<ul style="list-style-type: none">• Budget hearings with Lt. governor, GOPB, and agencies
Sept. 30	<ul style="list-style-type: none">• Budget Prep base budget, technical adjustments, ISF funding split, intent language, pass-through data entry due
Oct. 7	<ul style="list-style-type: none">• Federal funds report due
Early December	<ul style="list-style-type: none">• Governor's FY 24 budget recommendations completed and released