

Budgeting Steps: What & When

Budget Cycle	Budget Work	Suggested Reports
Adopted Budget (Set Annual Budgets) Loaded to Banner Spring	Set Merit (merit, other, lump sum)	06.04 - LD Impact Report 06.07 - Merit Lump-Sum Report
	Budget WFP: - Vacant Positions - Copy Jobs, if needed - Pooled Labor - Other Employee Costs - Labor Distributions	06.01 - Vacancy Report 02.04 – LD Management See Pooled Labor template for a summary 06.08 - Other Employee Cost Report 06.12 – WFP Compare (Annualized) 06.13 – Adopted Labor Detail 14.05 – Invalid FOPs
	Budget Non-Labor (Unrestricted & Restricted)	15.02 - Unrestricted Balancing by Account 15.05 - Restricted Balancing by Account
	Budget Transfers	25.01 - Transfers Report
	Balance Unrestricted Budgets	15.01 - Unrestricted Balancing 15.08 - Unrestricted Allocation Walk forward
	Finalize Restricted Budgets	15.03 - Restricted Fund Balance - FO
Adjusted Budget (Modify Annual Budgets) Loaded to Banner July-August	Review WFP: - Vacant Positions - Copy Jobs - Pooled Labor - Other Employee Costs - Labor Distributions <i>*(Changes must be made in Compass and the Financial Toolkit.)</i>	06.01 - Vacancy Report 02.04 – LD Management See Pooled Labor template for a summary 06.08 - Other Employee Cost Report 06.12 – WFP Compare (Annualized) 06.14 – Adjusted Labor Detail 14.05 – Invalid FOPs
	Review Non-Labor (Unrestricted & Restricted)	15.02 - Unrestricted Balancing by Account 15.05 - Restricted Balancing by Account
	Review Transfers	25.01 - Transfers Report
	Balance Unrestricted Budgets	15.01 - Unrestricted Balancing
	Finalize Restricted Budgets	15.03 - Restricted Fund Balance - FO
Forecast (Update Annual Budgets to Project Fiscal Year-End) Remains in Compass Follows Adjusted Budget	Review projected year-end balances and update detailed plans for significant changes. (Unrestricted & Restricted)	15.01 - Unrestricted Balancing 15.03 - Restricted Fund Balance – FO 15.06- Budget to Forecast Summary 15.07- Budget to Forecast Detail 14.05 – Invalid FOPs 06.15 – Forecast Labor Detail 02.04- LD Management
	Ensure plans accurately reflect year-end projections at the end of Q2 and Q3. The Budget Office will communicate due dates.	15.01 - Unrestricted Balancing 15.03 - Restricted Fund Balance - FO