**November - December (Completed)**

* **11/22/2021** - FY23 Budget Development Instructions & Rollout Plan sent via email to Vice Presidents and Division Heads for the below actions by 11/29:
  + Identification of Budget Managers in respective areas
  + Nominations for University-Wide Strategic Budget & Revenue Planning Group
  + FY23 Budget Request Forms (Operating & Capital) for requests
* **12/10/2021** - FY23 budget development materials shared with Financial Managers and Budget Managers in preparation for training. All training materials to be provided via Google drive.
* **12/14/2021** - Virtual Live (Recorded) Mandatory Training session for all assigned Budget Managers, conducted by BudgetPAK vendor & Budget Office staff
* **12/15/2021** - Meetings will be scheduled with the Vice Presidents to discuss the FY23 personnel pool approach. These assumptions will be built into the FY23 full-time personnel budget development.
* **12/16/2021** - University-Wide Strategic Budget & Revenue Planning Group committee assignments and calendar to be communicated to participants
* **12/20/2021** - BudgetPAK opens for data-entry by Budget Managers
  + PT personnel and non-personnel data entry for base operating budgets will occur in the “FY23 Budget Draft 1” planning phase. New Budget Requests should be submitted in the FY23 Budget Request Google forms as directed.
  + Budget Manager BudgetPAK Training #2 make-up session (1-3pm)

**January**

* **1/7/2022** - Inaugural meeting of the full University-Wide Budget Planning Committee
* **1/18/2022** - FY23 Budget Draft 1 non-personnel and part-time personnel budgets due.
  + FY2023 Budget Requests - Operating & Capital Proposals Due
* **\*1/20/2022** - BudgetPAK Financial Manager approval instructions will be distributed
* **1/28/2022** - FY23 Full-Time Personnel Book is distributed to Vice Presidents and headcount details and personnel pools loaded into BudgetPAK.

**February**

* **\*2/4/2022** - Financial Managers approve their FY23 unrestricted budgets in BudgetPAK
* **2/9/2022 - FY2023 Operating Budget DRAFT #1** - Unrestricted Revenues & Expenses with preliminary planning numbers and assumptions shared with Vice Presidents
  + Budget review process begins with the Vice Presidents to review their budget assumptions in BudgetPAK
* **2/11/2022 - Audit & Finance and Board of Trustees Meetings**
* **Week of 2/14/2022** - Revised Fall 2022 & Spring 2023 enrollment projections provided by University Admissions. Enrollment projections for Summer & Winter sessions also provided.
* **2/16/2022** - **University-Wide Budget Planning Committee** recommendations provided to Senior Staff for review.
* **End of February -- FY23 Governor’s Budget Address** with preliminary NJIT recommended appropriation
* **Week of 2/28/2022 - FY2023 Operating Budget DRAFT #2** - Unrestricted Revenues & Expenses with revised planning assumptions shared with Vice Presidents along with proposals to close budget gap

**March - April**

* **Week of 3/7/2022 - FY23 VP Budget Presentations occur** to present new Budget Requests, these should support NJIT 2025 Strategic Plan Objectives or demonstrate ROI.
* **\*Week of 3/21/2022 - FY2023 Operating Budget DRAFT #3 -** Revise planning assumptions based on VP Budget Presentation priorities, confirm summer enrollments and Maple Hall to open for Fall 2022 semester, and proposals to close budget gap
* **April** - FY23 Budget Briefing for New President
* **4/7/2022 - Audit & Finance and Board of Trustees Meetings** - discuss the FY23 Budget Development Status
* **Mid-April** - FY23 Budget Development Status is presented to the Joint Session of the Strategic Planning Steering Committee & Committee on Academic Strategic Planning & Budget Priorities and University Senate Committee on Finances
* **Late April** - Tuition and Fee Rate options prepared and discussed. Other potential solutions to balance the budget offered.

**May - July**

* **Early-May** - Enrollment projections for summer, fall and spring are confirmed by Admissions. Residence Hall occupancy is also confirmed
* **Mid-May** - Draft Balanced Operating & Capital Budgets including Facilities and Technology presentations are prepared. Draft Tuition & Fee Rates schedule is prepared for June Board Retreat
* **6/15/2022 - Board of Trustees Retreat** - Draft Operating & Capital Budgets and Tuition & Fee rates schedules are reviewed
* **7/1/2022** - State Budget and NJIT appropriation are finalized
* **7/21/2022 - Audit & Finance and Board of Trustees Meetings** - Adopt the FY23 Operating & Capital Budgets and Tuition and Fee rates schedule