Claremont Graduate University
Budget Preparation Time Line For any Given Fiscal Year

- September – Initial Budget Time Line sent to Schools and Central Managers:
  - Announcement of no Capital Budgets requests to Deans

- September – Meet with Graduate Student Council to describe current budgeting process and the 2002 time line.

- October – Continuing meetings to set and discuss enrollment targets
  - Recruitment Activities
  - Other enrollment impacts

- October – Start discussions on Tuition and Fees Increase
  - Market pressures
  - Price Sensitivity

- October – First meeting with the Faculty Representatives on the Finance Committee of the Board.

- November/December – Start the Macro Budgeting process:
  - Revenue estimates based on enrollment projections
  - Establishment of Financial Aid discounts to determine net revenue
  - Discuss appropriate salary increase pools to include raises and new positions
  - Establish the pooled expense increase amount

- Late November – Salary range increases agreed to by Council of Presidents for the Claremont Colleges

- December and January
  - Central budgets preparation materials distributed
  - Central budgets developed

- Mid-January – CUC Budget presented to the Council of Presidents. Final Version needed to calculate Central Costs distribution

- January – Board Meeting, present proposed Macro Budget
  - Tuition increase, revenue projections, and salary and expense pool increase

- February – All central budgets due in the Treasurer’s office.

- February – Central Costs, investment income, gift estimates, finalized. Actual participation costs completed.

- March – Budget materials sent to Deans

- April – All school budgets due to Treasurer’s Office

- April – Proposed CGU Budget sent to Finance Committee

- May – Proposed CGU Budget sent to the Board of Trustees

- May – Board presentation and approval of Budget