☐ Complete budget prep meetings with stakeholders (i.e. Deans, Directors, Dept. Heads, Etc.)
  ☐ Verify any updates to personnel & operating expenditures
  ☐ Identify budget needs for new initiatives/programs

☐ Run the Budget Preliminary Summary report for an overview of the current proposed budget

☐ Update position budgets in Labor Planning
  ☐ Verify that positions are budgeted correctly based on estimated pay in new fiscal year
  ☐ Verify position splits are accurate based on employee’s anticipated labor distribution
    i. Budget allocation for positions paid from a grant are automatically changed to follow labor distribution, ensure FTE is budgeted accurately
  ☐ Budget anticipated stipends
  ☐ Verify pooled positions are budgeted correctly based on anticipated spending in new fiscal year

☐ Update revenue & operating budgets in Budget by Index files
  ☐ Ensure personnel account codes not associated w/ a position #s are budgeted correctly
  ☐ Budget operating account codes to reflect anticipated spending in next fiscal year (reoccurring, if anticipating OTO changes, plan to shift budget with OTO transfers in new fiscal year.)

☐ Rerun the “Budget Preliminary Summary Report” to verify that the “New Year Budget” ties out to your allocations for General Fund indexes, revenue matches expenses in restricted (gift) funds, designated and auxiliary indexes.