Northern Kentucky University
Office of Enrollment and Financial Planning
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DATE: February 5, 2003

TO: Vice Presidents
Unit Administrators

FROM: Gerald E. Hunter
Vice President for Enrollment and Financial Planning

SUBJECT: FY 2003/04 Annual Budget Process

Accompanying this memorandum is the FY 2003/04 Strategic Budget Process Overview. This is a general overview of the information requested during the Annual Budget Process, including the budget calendar, Strategic Budgeting Principles, and the Recurring and Nonrecurring funding request formats. Please note this information will also be made available on the Office of Financial Planning web site (http://access.nku.edu/financialplan/).

Unit administrators are to submit the requested information through their respective vice president. The vice president will then forward the information to the Office of Enrollment and Financial Planning. It is anticipated that the area vice presidents will establish their own internal calendar to ensure that the Annual Budget Process is completed in a timely manner.

Significant Dates on attached Budget Calendar:
- Vice Presidents send request to Office of Enrollment and Financial Planning – Feb. 26
- Vice President's Budget Hearings – March 5

Please feel free to contact the staff of the Office of Enrollment and Financial Planning at ext. 5345, if you have any questions.

ATTACHMENTS
- Budget Calendar
- Budget Principles
- Budget Overview
- Recurring and Nonrecurring Funding Request Format

pc: President Votruba
Academic Council
Faculty Senate Budget Committee
Council of Chairs
Staff Congress Budget Committee
Budget Strategy Group