

**Northern Kentucky University
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DATE: January 12, 2005

TO: Vice Presidents
Unit Administrators

FROM: James C. Votruba

SUBJECT: FY 2005/06 Annual Budget Process

Accompanying this memorandum is the FY 2005/06 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://www.nku.edu/~vpefp/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 each area vice president 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. 21
Vice President’s Budget Hearings – March 1. (**Note: Budget presentations should begin with each vice president’s anticipated goals for FY 2005/06.**)

The responsibilities of staff involved in the budget process will be increased due to the implementation of the newly purchased SAP information system. Therefore, for planning purposes, it is essential that you meet the deadlines for submission.

Please feel free to contact the staff in 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: Council of Chairs
Faculty Senate Budget Committee

Academic Council
Budget Strategy Group