



	Materials to be Submitted by School/Center	Fall/Winter	Spring
1	Updated input assumptions to reflect any forecast or budget changes	X	X
2	Cover memo for inclusion in budget meeting binders	X	
3	Email analyst after promoting the forecast and budget in Planning to indicate completion	X	X
4	Explanation of RCM category changes (versus meeting version); run the Version Comparison report in Planning		X
5	Budget narrative for Trustee Operating Budget document		X

	School/Center Budget Checks prior to Submission	Fall/Winter	Spring
1	Budgeted guarantees match guarantee letter		X
2	Debt service is consistent with Treasurer's schedules	X	X
3	External resource transfers are documented for each year of the Multi-Year Budget and confirmed with counterparties for the upcoming fiscal year	X	X
4	Gift and endowment fund budgets show a drawdown of significant accumulated balances, consistent with donor intentions.	X	X
5	Sponsored programs fund group is balanced	X	X
6	Cumulative cash position in each fund group is not in deficit		X
7	New gifts to endowment, as well as anticipated reinvestments and liquidations, are included as appropriate. See How to Budget Revenue section on Investment Income for S1 data entry form instructions.	X	X
8	Budget is consistent with latest version of the capital plan ("A" Projects)	X	X
9	Input Assumptions are consistent with the budget submission: <ul style="list-style-type: none"> • Faculty and staff FTEs consistent with projected salaries • Student FTEs consistent with projected tuition and fee revenue 	X	X
10	All fund groups are budgeted completely	X	X
11	Increases in salaries above the parameter (budget to budget) are explained		X
12	Traditional Undergraduate financial aid should be the parameter times planned Traditional Undergraduate tuition	X	X

	Budget Office Checks for Budget Submissions	Fall/Winter	Spring
1	Verify that the above checks have been completed	X	X
2	Budget passes cross-validation rules		X
3	Object code usage complies with rules, and object codes balance across funds, as appropriate		X
4	Budget narrative for Trustees reflects budget and input assumptions submission		X