

Timetable for the UPR-Cayey budget process

Months	Action to be completed
January-March	Budget Office Central Administration issues general guidelines for the distribution of resources. Chancellor, Deans and Budget Director formulate a preliminary budget for next fiscal year based on Strategic and operational plans.
March-April	Chancellor submits and defends Budget preliminary distribution in a public hearing before UPR Administrative or University Board.
May - June	Budget is finally formulated and submitted to the UPR-Cayey Administrative Board for Discussion and Approval.
June-July	Administrative Board discussed and approved Budget.
July	Budget is registered into the Financial System and made available to users.
October 15	1 st quarter financial forecast and assessment submitted to Central Administration Budget Office afterwards discussed with Chancellor and Staff Members.
January 15	2 nd quarter financial forecast and assessment submitted to Central Administration Budget Office and discussed afterwards by Chancellor and Staff Members
April 15	3 rd quarter financial forecast submitted to Central Administration Budget Office afterwards discussed with Chancellor and Staff Members
April -June	Planned actions are taken for the end of year process.
July-September	Analysis of previous year budget and expenses.
July – June	Continuous assessment of operating plan and budget allocations.