

University of Portland

Budget Process

Vice President for
Financial Affairs is
responsible for
Accounting, Budgeting
and Reporting

FALL

Approval of Tuition & Housing rate ranges
by the board for next year

Budget enrollment for next year

Major Parameters set

Forecast current year

Budget Development requesting

WINTER

Budget Working Group committee meetings

BWG communication of budget approvals

Finalization of rates and enrollment
approved by board

Update current year forecast

SPRING

Salary planning with Human Resources

Final approval of budget with board

Budget Development preparation for
uploading to Banner

Salary letter distribution

Final forecast of current year

Budget status reports sent quarterly first three
quarters then monthly through year end