Roanoke College Budget and Planning Cycle

**RPC**
- September: Review charge from President
- August Retreat: Draft of Annual Plan reviewed and targets discussed
- May-June: Reflection on Annual Plan and Progress on Strategic Plan
- By End of August: Finalize Annual Plan
- October: Budget Call
- November: Administrative Budgets
- December: Academic Budgets

**Cabinet**
- May-June: Complete Assessment and Annual Reports; Receive budget request feedback
- August Retreat: Draft of Annual Plan reviewed and targets discussed
- May-June: Reflection on Annual Plan and Progress on Strategic Plan
- August Retreat: Initiate review of mission every 5 years

**Dept/Unit**
- March: Complete Assessment and Annual Reports
- March: Receive budget request feedback
- January: Data analysis for Annual Plan Progress (if applicable)
- October-December: Budget requests: What is needed and WHY (consider reallocation 1st)
- January: Annual Goals and Plans; Identify Goals linked to Annual or Strategic plans
- October-December: Budget requests: What is needed and WHY (consider reallocation 1st)
- January: Prioritize Budget Requests; Tuition and Fees decision; Annual Plan Progress Report
- March: Budget Expenditures Complete
- February: Board Approval of Tuition and fees
- November: Administrative Budgets

**Department/Unit**
- January: Data analysis for Annual Plan Progress (if applicable)
- October-December: Budget requests: What is needed and WHY (consider reallocation 1st)
- January: Prioritize Budget Requests; Tuition and Fees decision; Annual Plan Progress Report
- March: Budget Expenditures Complete
- February: Board Approval of Tuition and fees

**April**
- April: Board Approval of Budget
- May-June: Reflection on Annual Plan and Progress on Strategic Plan
- May-June: Complete Assessment and Annual Reports; Receive budget request feedback
- January: Data analysis for Annual Plan Progress (if applicable)
- October-December: Budget requests: What is needed and WHY (consider reallocation 1st)
- January: Prioritize Budget Requests; Tuition and Fees decision; Annual Plan Progress Report
- March: Budget Expenditures Complete
- February: Board Approval of Tuition and fees

**Late January**
- Late January: Review of revenue and the financial state of the College
- January: Prioritize Budget Requests; Tuition and Fees decision; Annual Plan Progress Report
- March: Budget Expenditures Complete
- February: Board Approval of Tuition and fees

**Roanoke College**
- April: Reflect on the year to develop report to the President
- May-June: Reflection on Annual Plan and Progress on Strategic Plan
- March: Proposed budget shared; Major budget initiatives and their alignment with Strategic Plan discussed
- March: Budget Expenditures Complete
- January: Prioritize Budget Requests; Tuition and Fees decision; Annual Plan Progress Report
- March: Budget Expenditures Complete
- February: Board Approval of Tuition and fees

**November**
- November: Review and update Master Plan using reports, assessment data and/or other relevant sources.