

# Q2 Forecast & FY25 Budget Calendars

# Q2 Forecast Calendar

	Steps	Start Date	End Date	# of Days	Who
1	Distribute Q2 Forecast calendar with link to training and refresh on how to update supporting WD workbooks	12/12/2023	12/12/2023	1	AE/VMG Finance
2	BFT Personnel / Faculty Provider Change Forms open; Clinical provider position forms completed	12/12/2023	1/5/2024	19	Departments
3	BFT Personnel / Faculty Provider Change Forms open; all other forms - Personnel & non-Clinical Faculty	12/12/2023	1/22/2024	28	Departments
4	BFT Personnel Forms <b>(Current Platform - Closes End of Day)</b>	12/26/2023	12/26/2023	1	Departments
5	BFT Personnel Forms <b>(New Platform Transition)</b>	12/27/2023	12/29/2023	3	Development Team
6	BFT Personnel Forms <b>(New Platform open &amp; User functionality review session)</b>	1/2/2024	1/2/2024	1	Finance/Departments
7	Clinical Enterprise (excluding Clinical Departments) Fin Ops confer with Hospital Presidents, Division EVPs & VPs and relevant Chairs to obtain agreement on FY24 volumes forecasts <b>Visits Target = Meet FY24 Budget</b> <b>OR Cases Target = Meet FY24 Budget</b>	12/18/2023	1/5/2024	15	Clinical Operations & Finance
8	New & departing provider volume projections (Visits & OR cases) communicated to Clinic Finance PCC Officers/VIP/VHS to coordinate volumes and Professional Revenue (wRVUs, Charges, & Collections)	1/5/2024	1/11/2024	5	Departments & Clinical Operations & Finance
9	End User Training training sessions <b>(9:30 Clinical Dept Session &amp; 1:30 Non-Clinical Session)</b> <i>We will record and post on website.</i>	1/8/2024	1/8/2024	1	Business Education
10	December 2023 month-end close	1/5/2024	1/5/2024	1	All
11	Final December General Ledger Close Meeting	1/10/2024	1/10/2024	1	Finance
12	Run/confirm all Adaptive integrations/file uploads successful (with December General Ledger Actuals) & rollforward forecast version	1/11/2024	1/11/2024	1	Finance
13	Updates for Intracompany elimination account activity (i.e., NashBio, VIS, etc.) will be communicated by AE/VMG Finance to respective areas for update in Adaptive	1/18/2024	1/18/2024	1	Finance & Departments
14	Clinical Departments complete <b>PB Revenue forecast in Adaptive</b> (Finance Revenue team to consolidate across VUMC)	1/12/2024	1/22/2024	5	Departments
15	Clinical and Non-Clinical Department CBOs/AOs <b>finalize Personnel Forms in BFT.</b> <b>Confirm FY24 BFT changes are included in Adaptive Labor AE/MCA sheet.</b>	1/12/2024	1/22/2024	5	Departments
16	Clinical and Non-Clinical Department CBOs/AOs <b>complete all modules in Adaptive for Q2 Forecast</b>	1/12/2024	1/22/2024	5	Departments
17	Clinical and Non-Clinical Department CBOs/AOs meet with Chairs or Center/Institute Directors to review and approve submissions	1/12/2024	1/22/2024	5	Departments
18	Clinical and Non-Clinical Departments submit <b>Adaptive Q2 Forecast and Financial Summary Variance explanation template</b> to AE/VMG Finance with Clinical and Non-Clinical Department Chair or Center/Institute Director approval via email (send to <a href="mailto:budgetprofinance@vumc.org">budgetprofinance@vumc.org</a> )	1/12/2024	1/22/2024	1	Departments
19	AE/VMG Finance reviews Clinical and Non-Clinical Department, Center & Institute forecast submissions, completes AE/VMG Central Admin Department forecasts; <b>Prepares Q2 Forecast presentations.</b>	1/23/2024	1/29/2024	5	AE/VMG Finance
20	<b>FY25 Budget Kickoff</b>	1/25/2024	2/1/2024	6	AE/VMG Finance
21	AE/VMG Finance provides completed Forecast presentation to FP&A for VUMC consolidation	1/30/2024	1/30/2024	1	AE/VMG Finance
22	Finalize Q2 Forecast for presentation	1/31/2024	1/31/2024	1	Finance
23	FY24 Q2 Forecast BOD material review with Executive Leadership Team Meeting	2/5/2024	2/5/2024	1	Leadership
24	Q2 Forecast complete (BOD Materials Posted)	2/9/2024	2/9/2024	1	Leadership

**BFT Personnel Forms Open:**  
**12/6 – 1/5/24**

**Reminder!**  
Data entered in BFT will need to be entered in Adaptive

**Adaptive System Open:**  
**1/12 – 1/22/24**

**Q2 Forecast Due to Finance**  
**1/22/24**

# FY25 Budget Calendar

Steps	Start Date	End Date	# of Days	Who
1 BFT Personnel Forms ( <b>Current Platform - Closes End of Day</b> )	12/26/2023	12/26/2023	1	Departments
2 BFT Personnel Forms ( <b>New Platform Transition</b> )	12/27/2023	12/29/2023	3	Development Team
3 BFT Personnel Forms ( <b>New Platform open &amp; User functionality review session</b> )	1/2/2024	1/2/2024	1	Finance/Departments
4 AE/VMG Clinical Departments review and refresh FY25 Budget Clinical Provider forms in BFT (New/Replacement/Departing) to prepare for PB Revenue Adaptive load	1/2/2024	1/12/2024	10	Finance & Clinical Departments
5 Finalize Non-Provider Personnel change forms to prepare for budget release	1/2/2024	1/26/2024	24	Departments
6 Prepare Adaptive for FY25 Budget (Payroll data to be imported the week of January 15th)	1/11/2024	1/31/2024	20	Finance Systems, Fin Ops, FP&A
7 Clinical and Non-Clinical Departments submit <b>Adaptive Q2 Forecast and Financial Summary Variance explanation template</b> to AE/VMG Finance with Clinical and Non-Clinical Department Chair or Center/Institute Director approval via <b>email</b> (send to <b>budgetprofinance@vumc.org</b> )	1/12/2024	1/22/2024	1	Departments
8 AE/VMG Clinical Departments FY25 Budget Clinical Providers (New/Replacement/Departing) consolidated for load to Adaptive	1/15/2024	1/19/2024	4	Finance
9 FY25 Volume targets (at provider level detail) loaded into Adaptive including planned New providers	1/22/2024	1/26/2024	4	Finance Systems, Fin Ops, FP&A
10 FY25 Budget presentation at Chair luncheon	1/25/2024	1/25/2024	0	Finance & Exec Leadership
11 AE-VMG FY25 Budget Kickoff	1/29/2024	1/29/2024	0	Finance & Departments
12 AE/VMG FY25 Budget Letter and Department Support schedules distributed	1/29/2024	2/1/2024	3	Finance & Departments
13 AE-VMG FY25 Budget User Training - Adaptive	1/29/2024	2/6/2024	8	Business Education & Departments
14 FY25 Budget volumes (visits, patient days, discharges, surgeries, key procedures) reviewed, edited, and finalized in Adaptive	2/1/2024	2/16/2024	15	PCC Managers & Departments
15 Non-clinical Departments, Centers & Institutes complete budget in Adaptive	2/1/2024	2/29/2024	28	Departments
16 Clinical Departments, Centers & Institutes complete budget in Adaptive	2/1/2024	3/7/2024	35	Departments
17 FY25 Budget volumes in Adaptive compared to Plan Targets	2/19/2024	2/21/2024	2	Fin Ops, FP&A, AE/VMG Fin.
18 Non-clinical Departments, Centers & Institutes submit budgets with Chair or Center/Institute Director approval	2/29/2024	2/29/2024	0	AE/VMG Budget Users; AE/VMG Chairs & Directors
19 Clinical Departments submit budgets with Chair or Center/Institute Director approval	3/7/2024	3/7/2024	0	AE/VMG Budget Users; AE/VMG Chairs & Directors
20 Finance reviews submissions & consolidates	3/8/2024	3/22/2024	14	Finance
21 Executive Review, Finance Consolidate, Dept updates	3/22/2024	4/16/2024	25	Finance, Executive Leadership
22 Clinical and Non-clinical Dept Budget Reviews - Chairs, CBO's, AO's	3/25/2024	4/5/2024	11	AE/VMG Fin & Departments
23 FY25 Budget Spreads - begin to review spreads during final Executive reviews and adjust as needed.	3/26/2024	4/23/2024	28	Finance
24 Complete BOD presentation materials	4/1/2024	5/12/2024	41	Finance
25 Volumes sign-off obtained from Leadership	5/13/2024	5/31/2024	18	Fin Ops, Budget, Clinical Departments
26 FY25 Budget presented at BOD Meeting	6/3/2024	6/4/2024	1	Finance

BFT Personnel Forms Updated – FY25 Budget  
**January 2<sup>nd</sup> – 12<sup>th</sup>**

**Q2 Forecast Due January 22<sup>nd</sup>**  
**Budget Kickoff January 29<sup>th</sup>**

Adaptive Open & Due Date:  
**Non-Clin, Centers & Inst Feb 1<sup>st</sup> – Feb 29<sup>th</sup>**  
**Clinical Departments Feb 1<sup>st</sup> – Mar 7<sup>th</sup>**

Volumes Complete **February 16<sup>th</sup>**  
**Dept Reviews March 25<sup>th</sup> – April 5<sup>th</sup>**  
**Volumes Sign-off May 13<sup>th</sup> – 31<sup>st</sup>**