

Fiscal Year 2020-2021 Budget Preparation and Analysis Timeline

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| November 7, 2019 | Email distribution to Budget Managers to kickoff technology, capital (furniture, equipment and renovation) and non-recurring operating expense budget request process. |
| December 11, 2019 | Deadline for confirming budget officer changes (if any). |
| December 13, 2019 | Deadline for electronic submission of departmental technology, capital (furniture, equipment and renovation) and non-recurring operating expense budget requests |
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| January 13, 2020 | Email distribution to Budget Managers to kickoff operating budget process <ul style="list-style-type: none">- Sign-up begins for FY21 Budget Preparation Working Sessions <p><i>Colleague Budget Management Module now available for entering operating budgets</i></p> |
| January 21-23, 2020 | Budget Preparation Working Sessions in LB240 |
| February 3, 2020 | Deadline for student salary, work study and/or operating expense budget increases to be reviewed and approved by the Deans and VP's |
| February 7, 2020 | Deadline for electronic submission of student salaries and work study budget requests Deadline for submission of operating expense budgets into Colleague Budget Management Module by Budget Managers <ul style="list-style-type: none">- Lockdown of Colleague Budget Management Module- Data collected will be analyzed and distributed to Deans and VP's |
| February 17, 2020 | DRAFT operating expense budget reports distributed to Deans and VP's <ul style="list-style-type: none">- Analytics and reporting provided by Controller's office- Deans and VP's to review and send final adjustments to Controller's office |
| February 24, 2020 | Submission deadline for final revisions to Controller's office |
| April 2, 2020 | 2020-21 budget proposals is presented to the Finance Committee of the Board of Trustees for approval |
| May 4, 2020 | FINAL capital, non-recurring, student salary and operating expense budget reports distributed to Deans and VP's |