

Fiscal Year 2020-2021 Budget Preparation and Analysis Timeline

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
January 31, 2020	Strategic initiatives requests due to VP's (<i>new and renewing requests</i>) Assessments of existing strategic initiatives requests due to Associate to the President <ul style="list-style-type: none"> - Forms available on Controller's Office website under <i>Account and Budget Resources / Forms</i>
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