

## Fiscal Year 2021-2022 Budget Preparation and Analysis Timeline

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November 16, 2020	Email distribution to Budget Managers to kickoff technology, capital (furniture, equipment and renovation) and non-recurring operating expense budget request process.
<b>December 11, 2020</b>	<b>Deadline for confirming budget officer changes (if any).</b>
<b>December 11, 2020</b>	Deadline for electronic submission of departmental technology, capital (furniture, equipment and renovation) and non-recurring operating expense budget requests

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January 14, 2021	Email distribution to Budget Managers to kickoff operating budget process <ul style="list-style-type: none"> <li>- Sign-up begins for FY22 Budget Preparation Working Sessions</li> </ul> <p><b><i>Colleague Budget Management Module now available for entering operating budgets</i></b></p>
January 27-29, 2021	Budget Preparation Individual Working Sessions via Zoom
<b>February 5, 2021</b>	Strategic initiatives requests due to VP's ( <i>new and renewing requests</i> ) Assessments of existing strategic initiatives requests due to the Controller's Office <ul style="list-style-type: none"> <li>- Forms available on Controller's Office website under <i>Account and Budget Resources / Forms</i></li> <li>- Email completed forms to <a href="mailto:finreporting@naz.edu">finreporting@naz.edu</a></li> </ul>
<b>February 12, 2021</b>	Deadline for student salary, work study and/or operating expense budget increases to be reviewed and approved by the Deans and VP's
<b>February 15, 2021</b>	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"> <li>- Lockdown of Colleague Budget Management Module</li> <li>- Data collected will be analyzed and distributed to Deans and VP's</li> </ul>
February 26, 2021	<b>DRAFT</b> operating expense budget reports distributed to Deans and VP's <ul style="list-style-type: none"> <li>- Analytics and reporting provided by Controller's Office</li> <li>- Deans and VP's to review and send final adjustments to Controller's Office</li> </ul>
<b>March 8, 2021</b>	Submission deadline for final revisions to Controller's Office
April 15, 2021	2021-22 budget proposals is presented to the Finance Committee of the Board of Trustees for approval
<b>May 12, 2021</b>	<b>FINAL</b> capital, non-recurring, student salary and operating expense budget reports distributed to Deans and VP's