

**FY21 OPERATING BUDGET TIMELINE**

<b>Description</b>	<b>FY20 Date</b>
Budget Summit with finance leaders and rate/charge owners (Insurance, Fringe, IT, PUC) & ePBCS Introduction	Wednesday, December 4, 2019
PBCS system open for Schools, Athletics and non-rate-providing Support Units	Wednesday, December 4, 2019
Funds flows kick-off (review template, distribute to finance contacts, begin updating)	Friday, December 6, 2019
All vice provost units (those included in the Academic Unit Allocations) submit FY21 divisional budgets to Provost. Submittal to include narrative discussion of FY21 budget to FY20 forecast.	by Friday, December 13, 2019
Provost pre-budget meeting with Deans, School PBCS Users at Academic Affairs Leadership Briefing	<i>Tuesday, December 17, 2019</i>
Provost approves spring study abroad rates and fees	Wednesday, December 18, 2019
<b>Winter Break</b>	<b>December 23, 2019 - January 1, 2020</b>
Last day of close (5th business day)	Wednesday, January 8, 2020
VUIT to load actuals from ERP then FP&A to open system to PBCS Users	Thursday, January 9, 2020
Variance explanations for QFR due to FP&A from areas	Monday, January 13, 2020
PBCS closes Q2 Forecast system	Monday, January 13, 2020
Send variances and explanations to CFO	Tuesday, January 14, 2020
VCC meeting to discuss forecast	Tuesday, January 14, 2020
Areas review forecasts with leadership in advance of VCC meeting	Week of January 20, 2020
Chancellor/CFO budget meetings with VCs, if needed	Monday, January 20, 2020
Funds flows complete	Monday, January 20, 2020
All non-school units with an increase of 2 percent or less submit FY21 divisional budgets to Chancellor for review and consideration.	Tuesday, January 21, 2020
All academic schools submit FY21 divisional budgets to Provost. Submittal to include narrative discussion of FY21 budget to FY20 forecast (budget templates due 2 full business days prior to meeting).	Week of January 27, 2020
Provost/Academic Dean budget meetings to take place	Week of January 27, 2020
All non-school units submit VC and Chancellor-approved memorandum with FY21 divisional budgets to FP&A. Submittal to include narrative discussion of FY21 budget to FY20 FC.	Friday, January 31, 2020
PBCS system closes for FY21 budget entry	Friday, January 31, 2020
FP&A submits storyboard of budget deck to CFO for review	Monday, February 3, 2020
Full BOT Meeting	Thursday, February 6, 2020
Schools and GEO office submit summer tuition and non-tuition/fees to Doug Christiansen for review	Thursday, February 13, 2020
Primary fiscal officers for Academic Units and Support Units submit data for inclusion in CFO April 2020 university-level consolidated FY20 Forecast and FY21-24 Plans presentation (include FY21 proposed tuition and fee rates, faculty and staff headcount comparative data)	Thursday, February 13, 2020
Provost submits Chancellor-approved memorandum for Provost and Schools with FY21 divisional budget templates to FP&A. Submittal to include narrative discussion of FY21 budget to FY20 forecast.	Monday, February 17, 2020
FP&A reviews draft financials with CFO	Friday, February 21, 2020
FP&A sends V1 draft of university-level slides and budget memorandum to CFO	Wednesday, February 26, 2020
<b>Executive Committee meeting</b>	<b><i>Thursday, February 27, 2020</i></b>
Provost approves summer tuition, rates, and fees	Thursday, February 27, 2020
Summer tuition, rates, and fees posted by Chris Cook	Friday, February 28, 2020
CFO provides V1 edits for university-level slides and memorandum	Friday, February 28, 2020
FP&A sends V2 of budget memorandum and slides to CFO and Finance team	Tuesday, March 3, 2020
CFO & Finance team provide V2 edits for university-level slides and budget memorandum	Wednesday, March 4, 2020

**FY21 OPERATING BUDGET TIMELINE**

<b>Description</b>	<b>FY20 Date</b>
FP&A sends V3 of budget memorandum and slides to CFO	Friday, March 6, 2020
CFO & Finance team provide V3 edits for university-level slides and budget memorandum	Monday, March 9, 2020
CFO reviews university-level slides & memorandum with Chancellor	Wednesday, March 11, 2020
FP&A reviews budget memorandum with VCC, Provost / Decanal, etc. (email)	Monday, March 16, 2020
CFO reviews university-level slides & memorandum with Chancellor and EC vice-chairs	Wednesday, March 25, 2020
FP&A provides CFO office with university-level slides & budget memorandum for Chancellor packet	Thursday, March 26, 2020
FP&A provides BOT budget materials to CFO office for upload	Thursday, March 26, 2020
Last day of close (5th business day)	Tuesday, April 7, 2020
VUIT to load actuals from ERP then FP&A to open system to PBCS Users	Wednesday, April 8, 2020
<b>Executive Committee meeting</b>	<b>Wednesday, April 8, 2020</b>
Variance explanations for QFR due to FP&A from areas	Friday, April 10, 2020
PBCS closes Q3 Forecast system	Friday, April 10, 2020
FP&A sends variances and explanations to CFO	Monday, April 13, 2020
Post-budget discussions and final budget approval given by Provost to academic schools	Week of April 13, 2020
Areas review forecasts with leadership in advance of VCC meeting	Week of April 13, 2020
Full BOT Meeting	Thursday, April 16, 2020
VCC meeting to discuss forecast	Tuesday, April 28, 2020
Last day of close (5th business day)	Thursday, May 7, 2020
VUIT to load actuals from ERP then FP&A to open system to PBCS Users	Friday, May 8, 2020
PBCS closes April Forecast system	Tuesday, May 12, 2020
Last day of close (5th business day)	Friday, June 5, 2020
VUIT to load actuals from ERP then FP&A to open system to PBCS Users	Monday, June 8, 2020
PBCS closes May Forecast system	Wednesday, June 10, 2020

***Dates are tentative***