

## 2021-22 BUDGET PROCESS SCHEDULE

Revised 04/28/2021

<u>Dates</u>	<u>Actions</u>
February, 2021	Existing Program Allocation available for review in Planning Analytics for <b>REVIEW</b> .
February, 2021	<b>FEEDBACK</b> on draft Program Allocation reports provided in planning materials
February/March 2021	<b>SUBMISSION</b> of new Program Allocation requests from <b>Academic Colleges, Academic Support, and Administrative/ Operational Units</b> .
Thursday, April 29	Fiscal Year 2020-21 <b>INFORMATION SESSION</b> with MAU Fiscal Officers from 10:30 a.m. to 12:00 p.m. See Teams Invite
Monday, May 3	Approved Organization change requests <b>RECEIVED</b> by the Office of Planning and Budgets as of May 1 will be <b>COMPLETED</b> in the Organization of Interest (OOI) application by May 10. This allows units ample time for any KFS actions on new or moving units to be completed before the June 10 freeze date.
Monday, May 10	Base Budget Reconciliation (BBR) and Salary and Wage Allocation (SWA) <b>DRAFT</b> version of <u>data</u> available.  <i>(BBR and SWA available within Planning Analytics)</i>
Monday, May 10	Personnel actions <b>DUE</b> to Human Resources to be considered in the 2020-21 budget process.
Friday, May 21	BBR and SWA <b>REVISIONS</b> in Planning Analytics due from MAU Fiscal Officers Electronic approval <b>COMPLETED</b> .
Friday, May 21	Base Budget Reconciliation (BBR) <u>data</u> <b>FINALIZED</b> Salary and Wage Allocation (SWA) <u>data</u> <b>FINALIZED</b> Spring Budget Planning <u>data</u> <b>FINALIZED</b>  <i>(BBR and SWA available within Planning Analytics)</i>
Friday, May 21	Special Program Fee (FEE) DUE
Tuesday, May 25	Off Campus Credit Initiative (OCC) data FINALIZED
Wednesday, May 26	Revenue Based Initiative (RBI) allocation data FINALIZED

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Wednesday, June 9	<p><b>FREEZE</b> on . . .</p> <ul style="list-style-type: none"> <li>- close GA, GD and GU accounts</li> <li>- change to GA, GD and GU organization relationship</li> <li>- change organization names that have a relationship to GA, GD or GU account</li> </ul> <p><i>The change process for new organizations, MAUs and organizations moving to different MAUs can take up to 3 to 4 weeks to complete.</i></p>
Monday, June 7 through Friday, June 11	Identify accounts to <b>EXCLUDE</b> from BCN and UBP. MAU Fiscal Officers update table in Planning Analytics.
Monday, June 14	Cognos Planning Analytics Budget Control Numbers (BCN) and General Fund Unit Budget Planning (UBP) <b>DRAFT</b> version available.
Friday, June 18	Board of Trustees meeting
Monday, June 21 through Tuesday, June 22	UBP <b>OFFLINE</b> for chart of account updates
Wednesday, June 23	Human Resources <b>COMPLETES</b> entry of personnel actions affecting 2021-22.
Tuesday, June 29	Budget adjustments/allocations due to Office of Planning and Budgets by 5:00 p.m. Year-end budget adjustments available until July 2012, 2019.
Wednesday, June 30	First June Close - Fiscal period 12
Thursday, July 1	<p>Preliminary Budget Allocations (BAC) <b>AVAILABLE</b> online.</p> <p><i>(BAC available within Planning Analytics)</i></p>
Monday, July 5	Salary distribution <b>TRIAL</b> run.
Tuesday, July 6	Salary distribution <b>OFFICIAL</b> run.
Wednesday, July 7	<p>Final allocations <b>AVAILABLE</b> Online.</p> <p><i>(BAC within Planning Analytics Contributor Application)</i></p> <p>Identify accounts to EXCLUDE from BCN and UBP. MAU Fiscal Officers update table in Planning Analytics.</p> <p>Units may <b>ENTER</b> budgets online <i>(open for 5 weeks)</i></p>
Friday, July 9	Carryforward Instructions and Fund Balances to MAU fiscal officers.

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Tuesday, July 13	Second June Close - Fiscal Period 13 -- ends 5:00 p.m. on Friday, July 9
Friday, July 16	Final allocations <b>AVAILABLE</b> online.
Friday, August 6	General fund special <b>carryforward requests</b> due. Automatic carry-forward sub-funds will be applied to ledgers pending completion of year-end processes by the Office of the Controller
Friday, August 13	Budget entry <b>CLOSED</b> Electronic approval <b>COMPLETED</b> Budget explanations <b>ENTERED</b>
Friday, August 20	Please complete the <b>Unrestricted Fund Balance</b> application to include commentary on the change in FY20 balances and an expectation for year-end FY21. Additionally, please indicate an estimate by fund for FY21 balance in the field provided
Friday, August 27	Budgets <b>APPLIED</b> to ledgers.
Friday, August 27	KFS and OOI <b>OPENED</b> for changes.
Friday, September 3	Carry forward decisions <b>COMMUNICATED</b> to MAUs.
Friday, September 3	Carry forward amounts <b>APPLIED</b> to ledgers.