

## TIMELINE FOR COMPLETION

The overall schedule for the planning units will be as follows:

Month	TASK	DATE	RESPONSIBILITY	DELIVERABLES
Feb-March	Publish Assumptions, Guidelines, and Instructions	March 15	BAO, Enrollment, & Academic Resources	Budget Manual Budget Assumptions SF_PBCS Budget Planning Instructions
March	HRMS Roster upload in SF_PBCS	1-2 days March 29 <sup>th</sup>	BAO	Upload of HRMS Roster in SF_PBCS in preparation for Budget
Continually during the budget process	Training and Q&A sessions	March to May	BAO	These sessions provide training on the FY21-22 budget process in SF_PBCS and clarify campus units' specific questions.
March-May	Planning Units Budget Development	8 weeks	Planning Units develop the Budget and forecast	Unit review, update, and present budgets to Dean/V.P. for approval. Dean/V.P. is ultimately responsible for ensuring the consolidated cabinet/division budget in SF_PBCS and submission accuracy related to units' strategy and goals.
Third week in May	Budget Due in SF_PBCS	May 21	Cabinet (Planning Units)	FY21-22 Operating Budget Planner Submission due in SF_PBCS (first snapshot)
May-June	Base Budget Reviewed	2-3 weeks	BAO	Reviews submitted materials; follow-up with questions to Cabinets
May-June	Meeting with the President and C.F.O.	By T.B.D.	Planning Units Business Managers and VPs meet with CFO & President	VP's present their budget plan for President's review and approval. The process of new initiative requests at the cabinet-level.
June	Budget Decision Meetings	July 1	Campus	The cabinet decisions entered into SF_PBCS, and FY21-22 Operating Budgets get finalized. Upload the base budget by July 1, 2021, in the C.F.S. system.
June-July	Multi-year plan template	1 week after accounting month is close	BAO	Multi-year plan template for G.F. units (C.Y. budget plan plus 2 yrs. Forecasted plan) & for Self-Supported Operations (C.Y. budget plan and 4yrs forecasted plan)
July	Multi-year Plan Template due	2 weeks	Cabinets/Planners	Multi-year budget template, narrative template, and reserve & carry-forward planning