

Operating Budget Planning Schedule

time frames for tasks to develop the annual budget

MONTH	TASK	DATE	RESPONSIBILITY	DELIVERABLES
February – March	Publish Assumptions, Guidelines and Instructions	March 15	BAO Enrollment Academic Resources	Budget Manual Budget Assumptions PBCS Budget Planning Instructions
March	HRMS Roster upload in PBCS	1 – 2 days March 28	BAO	Upload of HRMS Roster in PBCS in preparation for budget
Continually during the budget process	Training and Q&A sessions	March to May	BAO	These sessions will provide training to our Campus Budgeting Collaborators on the Fiscal Year 2022 – 2023 (FY22-23) budget process in PBCS and clarify campus units' specific questions. To participate, enroll through our Qualtrics survey (link is external) . Later update for the link.
March – May	Planning Units Budget Development	8 weeks	Planning Units develop the budget and forecast	Units review, update and present budgets to Dean/VP for approval. Dean/VP is ultimately responsible for ensuring the consolidated cabinet/division budget in PBCS and the accuracy of submission, related to units' strategy and goals.
Second week in April	Cabinet FY22-23 Base Budget	April 22	Cabinet (Planning Units)	Divisions realign the known changes and commitments done during FY21-22, and record divisions' internal budget changes that have no net effect on the unit overall budget. The unit must plan at the FY21-22 budget level. (first
Second week in May	Cabinet FY22-23 Planning to Target.	May 20	Cabinet (Planning Units)	Divisions record additional adjustments (increase or decreases) per additional instructions from the Presidents and CFO offices.FY22-23 Operating Budget Planner Submission due in PBCS (second snapshot) .
June	Budget due in PBCS	June 17	Cabinet (Planning Units)	Additional instructions due to the final allocation B-memo from CO, the divisions record budget adjustments. FY22-23 Operating Budget Planner Submission due in PBCS (third snapshot) .
June	Base Budget Reviewed	2 weeks	BAO	Reviews submitted materials; follow-up with questions to Cabinets
May-July	Meeting with the President and CFO	by TBD	Planning Units Business Managers and VPs meet with CFO and President	VPs will present their budget plan for President's review and approval. The process of new initiative requests at the cabinet level.
July	Budget Decision Meetings	July 1	Campus	The cabinet decisions entered into PBCS, and FY22-23 Operating Budgets get finalized. Upload the base budget by July 30, 2022, in the CFS system.
June – July	Multi-Year Plan training	4 weeks	BAO	Multi-year plan training for SELF_SUPPORT units (CY budget plan and 4 yrs. forecasted plan). Multi-year planning assumptions from BAO will be provided to required units. The storyline template is provided on the BAO website.
July	Multi-Year Plan due in PBCS	July 29	Cabinets/Planners	Multi-year budget snapshot due in PBCS , narrative template, and reserve & carry-forward planning