

## Operating Budget Planning Schedule

time frames for tasks to develop the annual budget

MONTH	TASK	DATE	RESPONSIBILITY	DELIVERABLES
<b>February – March</b>	Publish Assumptions, Guidelines and Instructions	March 15	BAO Enrollment Academic Resources	Budget Manual Budget Assumptions SF_PBCS Budget Planning Instructions
<b>March</b>	HRMS Roster upload in SF_PBCS	1 – 2 days March 29	BAO	Upload of HRMS Roster in SF_PBCS in preparation for budget
<b>Continually during the budget process</b>	Training and Q&A sessions	March to May	BAO	These sessions will provide training to our Campus Budgeting Collaborators on the Fiscal Year 2021 – 2022 (FY21-22) budget process in SF_PBCS and clarify campus units' specific questions. To participate, enroll through <a href="#">our Qualtrics survey (link is external)</a>
<b>March – May</b>	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 SF_PBCS and the accuracy of submission, related to units' strategy and goals.
<b>Second week in April</b>	Cabinet FY21-22 Base Budget	April 16	Cabinet (Planning Units)	Divisions record known changes and commitments from FY20-21 that will impact FY21-22, and record divisions' internal budget changes that have no net effect on the campus's overall budget. (first snapshot).
<b>Second week in May</b>	Cabinet FY21-22 new positions and adjustments	May 14	Cabinet (Planning Units)	Divisions record new positions approved by the President and account for any changes in total salaries for the division. (second snapshot).
<b>Third week in May</b>	Budget due in SF_PBCS	May 21	Cabinet (Planning Units)	Divisions record budget adjustments for new, additive funding approved by the President for non-personnel expenditures. FY21-22 Operating Budget Planner Submission due in SF_PBCS (third snapshot).
<b>May – June</b>	Base Budget Reviewed	2 – 3 weeks	BAO	Reviews submitted materials; follow-up with questions to Cabinets
<b>May – June</b>	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.
<b>June</b>	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.
<b>June – July</b>	Multi-Year Plan Template	1 weeks after accounting month is closed	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 4 yrs. forecasted plan)
<b>July</b>	Multi-Year Plan Template due	2 weeks	Cabinets/Planners	Multi-year budget template, narrative template, and reserve & carry-forward planning