

Budget Office 2022 Schedule of Monthly Budget Items, Meetings & Deliverables

						2021						2022						
						July	August	September	October	November	December	January	February	March	April	May	June	
Monthly Forecast																		
Prior month actuals available in Delphi							9-Aug	9-Sep	8-Oct	8-Nov	8-Dec	10-Jan	8-Feb	8-Mar	8-Apr	9-May	8-Jun	
Unit forecasts due to Budget Office								16-Sep	15-Oct	15-Nov	15-Dec	10-Jan	15-Feb	15-Mar	15-Apr	16-May	15-Jun	
Budget Manager Meetings										16-Nov			15-Mar			7-Jun		
10:00 - 11:00; location varies																		
FY2023 Budget Due in Delphi															15-Apr			
ARD Control Charts			2nd Friday of Month			13-Aug	10-Sep	8-Oct	12-Nov	10-Dec	14-Jan	11-Feb	11-Mar	8-Apr	13-May	10-Jun		
Payroll and SSO Control Charts			Day after actuals are available in Delphi			10-Aug	10-Sep	11-Oct	9-Nov	9-Dec	11-Jan	9-Feb	9-Mar	11-Apr	10-May	9-Jun		
Space Charges			During Monthly Close			7-Jul	7-Sep	6-Oct	4-Nov	6-Dec	6-Jan	4-Feb	4-Mar	6-Apr	5-May	6-Jun		
Space Report			3rd Friday of Month			16-Jul	17-Sep	15-Oct	19-Nov	17-Dec	21-Jan	18-Feb	18-Mar	15-Apr	20-May	17-Jun		
Other																		
Tuition Allocation																		
Data sent to units for review			10 business days after add/drop ends					29-Oct					4-Feb	29-Apr		1-Jun		
Changes due to Budget Office			At least 10 business days after data sent to units						12-Nov				18-Feb			13-May	17-Jun	
Allocation transactions									30-Nov				4-Mar			31-May		
ITS Allocation																		
Allocation transactions			End of each quarter			30-Sep				31-Dec				31-Mar		30-Jun		
COVID Contingency																		
Allocation transactions			End of each quarter			30-Sep				31-Dec				31-Mar		30-Jun		