

Budget Office 2019 Schedule of Monthly Budget Items, Meetings & Deliverables

		2018						2019					
		July	August	September	October	November	December	January	February	March	April	May	June
Monthly Forecast													
Prior month actuals available in Delphi			7-Aug	10-Sep	8-Oct	8-Nov	10-Dec	9-Jan	8-Feb	8-Mar	8-Apr	8-May	10-Jun
Unit forecasts due to Budget Office			15-Aug	17-Sep	16-Oct	16-Nov	18-Dec	17-Jan	18-Feb	18-Mar	16-Apr	16-May	18-Jun
Budget Manager Meetings													
10:00 - 11:00; location varies		17-Jul	21-Aug	18-Sep	16-Oct	20-Nov	18-Dec	15-Jan	19-Feb	19-Mar	16-Apr	21-May	18-Jun
ARD Control Charts													
2nd Friday of Month		20-Jul	10-Aug	14-Sep	12-Oct	9-Nov	14-Dec	18-Jan	8-Feb	8-Mar	12-Apr	10-May	14-Jun
Payroll and SSO Control Charts													
3 days after unit forecasts are due		20-Jul	17-Aug	21-Sep	19-Oct	16-Nov	21-Dec	22-Jan	22-Feb	22-Mar	19-Apr	21-May	21-Jun
Space Charges													
During Monthly Close		6-Jul	6-Aug	7-Sep	5-Oct	6-Nov	7-Dec	7-Jan	8-Feb	8-Mar	5-Apr	7-May	7-Jun
Space Report													
3rd Friday of Month		20-Jul	17-Aug	21-Sep	19-Oct	16-Nov	21-Dec	18-Jan	15-Feb	15-Mar	19-Apr	17-May	21-Jun
Other													
Tuition Allocation													
Data sent to units for review	10 business days before add/drop ends				15-Oct			22-Jan			15-Apr		
Changes due to Budget Office	End of add/drop				29-Oct				5-Feb		29-Apr		
Allocation transactions	10 business days after add/drop ends					12-Nov			19-Feb			13-May	28-Jun

Note:

Dates highlighted in yellow above are tentative and subject to change.

Dates highlighted in orange have been adjusted since the schedule was first issued.