

Budget Office 2020 Schedule of Monthly Budget Items, Meetings & Deliverables

| | | 2019 | | | | | 2020 | | | | | | | |
|---|--|---|--------|-----------|---------|----------|----------|---------|----------|--------|--------|--------|--------|--------|
| | | July | August | September | October | November | December | January | February | March | April | May | June | |
| Monthly Forecast | | | | | | | | | | | | | | |
| Prior month actuals available in Delphi | | | 8-Aug | 10-Sep | 8-Oct | 8-Nov | 9-Dec | 9-Jan | 10-Feb | 9-Mar | 8-Apr | 8-May | 8-Jun | |
| Unit forecasts due to Budget Office | | | 15-Aug | 17-Sep | 15-Oct | 15-Nov | 16-Dec | 16-Jan | 17-Feb | 16-Mar | 17-Apr | 15-May | 15-Jun | |
| Budget Manager Meetings | | 16-Jul | No Mtg | 17-Sep | 15-Oct | 19-Nov | No Mtg | 21-Jan | 18-Feb | 17-Mar | 21-Apr | 19-May | 16-Jun | |
| 10:00 - 11:00; location varies | | | | | | | | | | | | | | |
| FY2021 Budget Due in Delphi | | (tentative) | | | | | | | | | 10-Apr | | | |
| ARD Control Charts | | 2nd Friday of Month | 12-Jul | 9-Aug | 13-Sep | 11-Oct | 8-Nov | 13-Dec | 10-Jan | 14-Feb | 13-Mar | 10-Apr | 8-May | 12-Jun |
| Payroll and SSO Control Charts | | Prior month actuals* | 8-Aug | 10-Sep | 8-Oct | 8-Nov | 9-Dec | 9-Jan | 10-Feb | 9-Mar | 8-Apr | 8-May | 8-Jun | |
| Space Charges | | During Monthly Close | 5-Jul | 7-Aug | 6-Sep | 7-Oct | 7-Nov | 6-Dec | 7-Jan | 7-Feb | 6-Mar | 7-Apr | 7-May | 5-Jun |
| Space Report | | 3rd Friday of Month | 19-Jul | 16-Aug | 20-Sep | 18-Oct | 15-Nov | 20-Dec | 17-Jan | 21-Feb | 20-Mar | 17-Apr | 15-May | 19-Jun |
| Other | | | | | | | | | | | | | | |
| Tuition Allocation | | | | | | | | | | | | | | |
| Data sent to units for review | | | | | | 1-Nov | | 31-Jan | | | | 1-May | | |
| Changes due to Budget Office | | 10 business days after data sent to units | | | | 15-Nov | | | 14-Feb | | | 15-May | | |
| Allocation transactions | | 10 business days after changes due to Budget Office | | | | | 3-Dec | | 28-Feb | | | 29-May | 30-Jun | |

*Control charts will be distributed a week before unit forecasts are due to assist in the monthly forecasting process; they will be based on the prior month forecast and 2 months prior actuals (e.g. Sep control charts based on Aug forecast and July actuals)

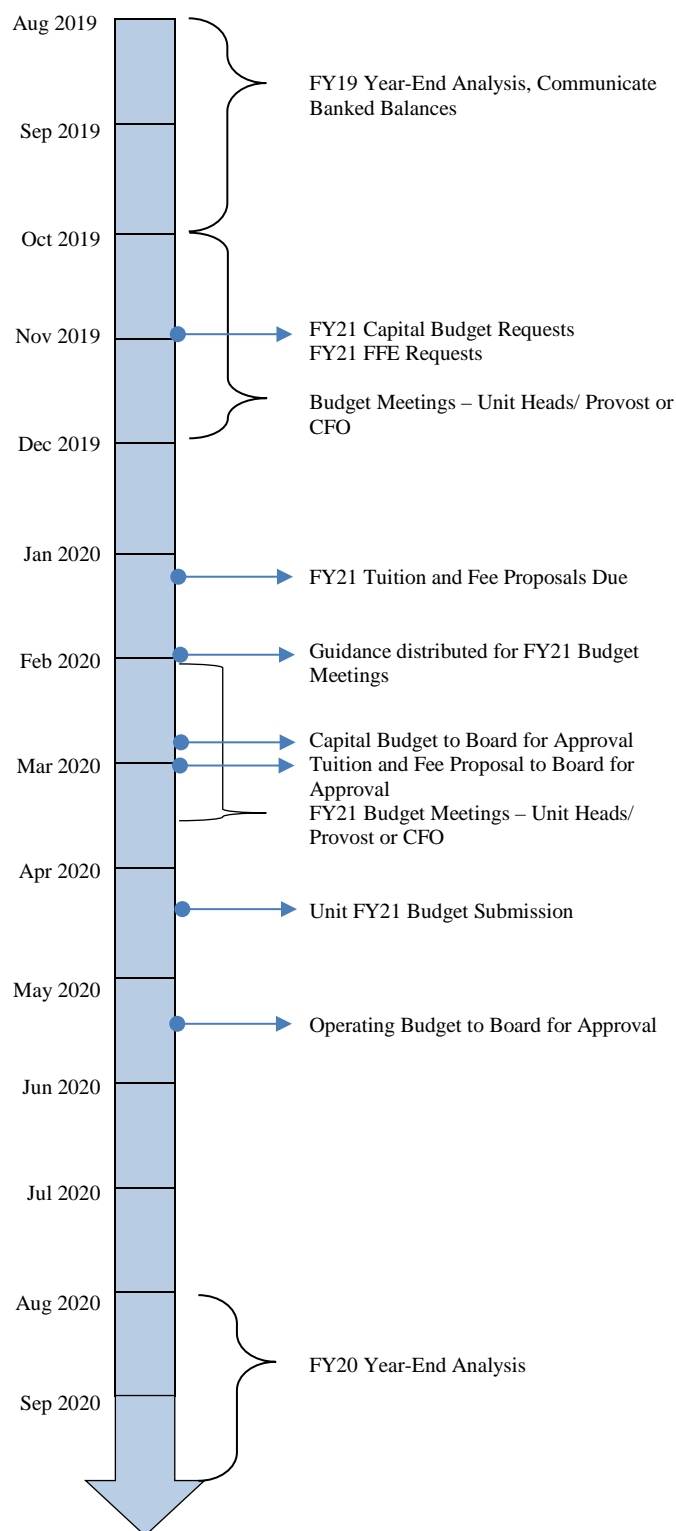
Note:

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

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

**The University of Chicago
Annual Calendar – Budget Office Timeline
(Fiscal Year 2020)**

Timeline



Description

August/September 2019 (FY19 Budget Calendar)

Budget Office completes analysis to determine FY19 end-of-year performance, measured as FY19 actuals (final) vs. FY19 Budget. Unit FY19 surpluses and deficits are determined and Banked Fund balances are communicated.

October 2019 (FY20 Budget Calendar)

- Units submit capital budget proposals for FY21 to the Budget Office. These include all requests for central funding for projects and all unit-funded proposals.
- Units submit FFE Requests for FY21.

October/November 2019

Units meet with the Provost or CFO and the Budget Office to review FY19 Actuals and FY20 Q1 Actuals, to discuss FY20 and FY21 budget issues, and to review FY21 capital budget proposals. Academic units also provide an update on FY20 enrollments, faculty appointments, and other strategic topics.

January 2020

- Units submit FY21 Tuition and Fee proposals for review by the Provost and approval at the February/March Trustee meeting.
- Guidance for FY21 Budget Meetings provided to units.
- Budget Office provides projection or estimates for FY21 budget assumptions (i.e. fringe, space allocations, budget targets, tuition allocation, etc.) by Jan 31.

February/March 2020

- In February/March, units meet to discuss FY20 Q2 Projections and FY21 operating budget proposals with the Provost or CFO and the Budget Office.
- Capital budget sent to Board for approval.
- Tuition and Fee Proposal sent to Board for approval
- Capital Budget Letters

April 2020

Units submit budgets for FY21 to the Budget Office in Delphi. (Tentative date Friday, April 10)

May 2020

FY21 Operating Budget sent to Board for approval.

June 2020

FY21 Operating Budget Letters sent to units

July 2020 (FY20 Calendar)

Fiscal Year Close activities, year-end transfers, account clean-up, final entries, etc.

August/September 2020 (FY20 Calendar)

Budget Office completes analysis to determine FY20 end-of-year performance, measured as FY20 actuals (final) vs. FY20 Budget. Unit FY20 surpluses and deficits are determined and Banked Fund balances are communicated.

Notes:

- Dates for monthly items, deliverables and reports are provided in detail on the Budget Office FY2020 Schedule of Monthly Budget Items, Meetings & Deliverables