

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				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						15-Nov			14-Feb			15-May		
Allocation transactions							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.