

Budget Office 2021 Schedule of Monthly Budget Items, Meetings & Deliverables									
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					2020				2021								
					July	August	September	October	November	December	January	February	March	April	May	June	
Monthly Forecast																	
Prior month actuals available in Delphi					10-Aug	9-Sep	8-Oct	9-Nov	8-Dec	11-Jan	8-Feb	8-Mar	8-Apr	10-May	8-Jun		
Unit forecasts due to Budget Office						16-Sep	14-Oct	16-Nov	15-Dec	18-Jan	15-Feb	15-Mar	15-Apr	17-May	15-Jun		
Budget Manager Meetings					18-Aug	15-Sep	20-Oct	17-Nov	15-Dec	19-Jan	16-Feb	16-Mar	20-Apr	18-May	15-Jun		
10:00 - 11:00; location varies																	
FY2022 Budget Due in Delphi (tentative)													9-Apr				
ARD Control Charts					2nd Friday of Month	17-Jul	14-Aug	11-Sep	9-Oct	13-Nov	11-Dec	15-Jan	12-Feb	12-Mar	9-Apr	14-May	11-Jun
Payroll and SSO Control Charts					Day after actuals are available in Delphi	11-Aug	10-Sep	9-Oct	10-Nov	9-Dec	12-Jan	9-Feb	9-Mar	9-Apr	11-May	9-Jun	
Space Charges					During Monthly Close	5-Aug	4-Sep	5-Oct	5-Nov	4-Dec	6-Jan	4-Feb	4-Mar	5-Apr	5-May	4-Jun	
Space Report					3rd Friday of Month	21-Aug	18-Sep	16-Oct	20-Nov	18-Dec	15-Jan	19-Feb	19-Mar	16-Apr	21-May	18-Jun	
Other																	
Tuition Allocation																	
Data sent to units for review					10 business days after add/drop ends		30-Oct					12-Feb		7-May			
Changes due to Budget Office					10 business days after data sent to units			13-Nov				26-Feb			21-May		
Allocation transactions								30-Nov					12-Mar		4-Jun	7-Jul	
Personnel Actions and Fringe Benefit Rate Reduction Allocations																	
Data sent to units for review					14-Aug	17-Sep	13-Oct	13-Nov	14-Dec	12-Jan	15-Feb	15-Mar	13-Apr	13-May	11-Jun		
Changes due to Budget Office					20-Aug	22-Sep	16-Oct	17-Nov	17-Dec	15-Jan	18-Feb	18-Mar	16-Apr	17-May	15-Jun		
Allocation transactions					16-Sep	24-Sep	20-Oct	20-Nov	21-Dec	20-Jan	22-Feb	22-Mar	20-Apr	20-May	18-Jun		
ITS Allocation																	
Allocation transactions						30-Sep											
SSO Allocation (10% SSO reduction from original FY21 budget submission)																	
Allocation transactions						30-Sep			31-Dec			31-Mar				30-Jun	