

Budget Office 2021 Schedule of Monthly Budget Items, Meetings & Deliverables

						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		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				5-Feb		30-Apr				
Changes due to Budget Office						10 business days after data sent to units			13-Nov			19-Feb			14-May			
Allocation transactions									30-Nov				5-Mar		28-May	30-Jun		
Personnel Actions and Fringe Benefit Rate Reduction Allocations																		
Data sent to units for review						12-Aug	14-Sep	13-Oct	13-Nov	14-Dec	12-Jan	15-Feb	15-Mar	13-Apr	13-May	11-Jun		
Changes due to Budget Office						17-Aug	17-Sep	16-Oct	17-Nov	17-Dec	15-Jan	18-Feb	18-Mar	16-Apr	17-May	15-Jun		
Allocation transactions						20-Aug	21-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		