

## **2020-2021 Budget Planning Timeline**

### **January 2021**

- **January 8** – Controller “Authorizes” new fiscal year in Colleague
- **February 9** – Budget Analyst sends salary and fringe benefit data to Vice Presidents of College and Administrative Services and Central Services Budget Managers via Excel spreadsheet
- **February 26** – VP’s of Administrative Services & Central Services Budget Managers return final changes to salary and fringe benefit data to Budget Analyst
- **March 17** – Budget Analyst imports salary and fringe benefit data into Colleague
- **March 26** – Vice Chancellor of Fiscal Services distributes budget targets
- **April 21** –VP’s of Administrative Services & Central Services Budget Managers submit budgets for operational/discretionary expenses (e.g., supplies, services, equipment) to Budget Analyst
- **April 26** – Budget Analyst imports operational/discretionary expenses into Colleague
- **May 19** – Deadline for Board Agenda items
- **June 9** – June Board Meeting – TENTATIVE BUDGET
- **September 8** – September Board Meeting – FINAL BUDGET