

## Annual Budget Planning Schedule - Fiscal Year 2021-22

	Start	Finish
<b>Training Sessions</b>		
FY22 Budget Kickoff Memo	1/6/2021	1/8/2021
FY22 Budget Kickoff Meeting		1/27/2021
<b>Appropriated Budget Process</b>	<b>1/8/2021</b>	<b>7/5/2021</b>
Bronco Budget 2.0 Student Information & Budget Hearings	May	June
Last Day to Submit FY21 Permanent Budget Transfers		3/31/21
Last day to submit FY22 employee actions (e.g. EAFs, PageUp) for any changes to be reflected in FY22 Budget Books (Must be received in OBP by 3/31/21)		3/31/21
FY22 Appropriated Budget scheduled to be approved by SBOE		6/16/21
FY22 Appropriated Budget loaded in OFC	6/28/21	6/30/21
FY22 Appropriated Budget Book available on OBP website		7/5/21
<b>Tuition/Fee Setting Process</b>	<b>12/1/20</b>	<b>4/22/21</b>
Fee Request Instruction Memo by CFO		TBD
Templates distributed by OBP		12/14/20
Fee Request Process (Templates due back VPs to OBP by 1/15/21)		1/15/21
Student Tuition & Fee Hearing-Lookout Room		2/16/21
Executive Budget Committee Meeting		2/16/21
Student Tuition & Fee Proposal due to SBOE		3/10/21
SBOE Scheduled to approve Tuition & Fees		4/21/21
FY22 Tuition and Fee Schedules distributed and posted to OBP website	4/26/21	4/30/21
<b>Local Budget Process</b>	<b>1/11/21</b>	<b>6/30/21</b>
Local Budget Templates (based on December close) distributed		1/19/21
Local Budget Templates due to OBP		2/26/21
Local Budget Templates submitted reviewed by OBP	2/26/21	3/31/21
FY22 Local Budget loaded in OFC	6/28/21	6/30/21
FY22 Local Budget Book available on OBP website		7/5/21
<b>Auxiliary Budget Process</b>	<b>3/1/21</b>	<b>6/30/21</b>
Auxiliary Budget Info & Worksheets	3/22/21	3/29/21
OBP Meetings with Auxiliaries Units	4/4/21	4/30/21
FY22 Auxiliary Budgets Loaded in OFC	6/28/21	6/30/21
FY22 Auxiliary Budget Book available		7/5/21
<b>Employment Contracts</b>		
FY22 Employment Dates available on OBP website	Now	Now
All CEC dates & communication to come from Human Resource Services	N/A	N/A
FY22 Faculty Employment Contracts printed & distributed ***	Mid-May	Mid-May