

Budget Calendar (Fiscal Year 2021-2022)

Tasks	Period/Timeline	Description
General Fund Budget Allocation	July	Final Allocations are provided by CSU to campuses
Establish New Fiscal Year Campus Budget	July	Carryforward - baseline budget, division budget balance available (all funds), project to date (PTD), encumbrance balances
Campus Budget Submission to the CSU	August	Campus is required to submit its distribution journals for the budget balance available - prior year carryforward
Submit Campus Fee Report to the CSU	August	Campus is required to report campus fee rates, balances and spending plans to the CSU
Finalize Preliminary Fiscal Year Budget	August - September	Submit reports to Cabinet
Obtain President's Approval of Budget Requests	September	President approves budget and responds to PRBC
Present Budget 101 to PRBC	September	Present CSU and campus budget allocation process and timelines' to PRBC
Allocate New Budget Adjustments to Divisions	September - October	Send technical budget allocation Letters to divisions and process budget transfers
Publish Annual Financial Report	December	The university's annual financial report is published in the fall on RPB (resource planning & budget) website
Prepare 'Fiscal State of the University' Presentation for CFO	October-November	CFO presents to the academic senate in the fall
Allocate CSU's Supplemental Budget Allocations to Divisions	October - December	Process additional budget allocations for mandatory cost increases
Prepare Campus Cost Allocation Plan	September - October	The preliminary campus cost allocation plans are submitted to the Chief Financial Officer for review and approval
2nd Quarter/Mid Year Divisional Budget Review	January - March	Divisional budget forecasts will be collected, consolidated and submitted to CFO
Budget Planning for Next Fiscal Year	January	Governor's budget is issued in January
Obtain Budget Proposals for the New Fiscal Year	January - March	University including auxiliary/self-support organizations
3rd Quarter Divisional Budget Review	April - May	Divisional budget forecasts will be collected, consolidated and submitted to CFO
Conduct Budget Reviews	April - May	Annual business plan reviews of auxiliary/self-support operations and recommendation for approval
Prepare 'Fiscal State of the University' Presentation for the CFO	April - May	CFO presents to the academic senate in spring
Year End Closing - Submission of Required Informations to the CSU	June - July	Fiscal year-end