

**FY 2021**  
**Planning & Budget Development**  
**Submission Calendar**

<b>Term</b>	<b>Due Date</b>	<b>Action</b>
<b>Fall</b>	May – July 2019	Review Sessions/Workshops on Division/Department Strategic Plan and Annual Plan and Budget Requirements
	October 31, 2019	First Draft of Strategic Plan, Annual Plan and Budget Submission Due
	November 13, 2019	Notification of Budget Kick-Off meeting sent to campus community
	November 20, 2019	Budget Kick-Off Meeting Engineering Building Auditorium - 10:00 A.M. – Noon Led By President
	December 13, 2019	Updated/Revised Planning Documents & Proposed Budget Due to Institutional Effectiveness
	December 20, 2019	Final Budget request Due to Budget Office
<b>Spring</b>	January 21, 2020	Budget reports to President and VP Council Prioritize Budget Request
	January 22, 2020 – March 13, 2020	Budget Office Prepares Budget Package
	March 23, 2020	Budget Package Due to VP of Finance
	March 27, 2020	VP of Finance Final Discussion with President
	April 24, 2020	BOV Approves FY 2021 Budget
<b>Summer</b>	June 2020	FY 2021 Budget Discussion with Campus
	June 15, 2020 – July 1, 2020	Annual Plan and Budget adjustments based on approved budget

