

FY 2021 BUDGET PROCESS STEPS, RESPONSIBILITIES AND TIMELINE

Timeline ¹	Action/Deliverable	Responsible Unit
December (late)	FY 2021 ERE rate proposal submitted to Health and Human Services (HHS)	OPB
January 14	FY 2020 2 nd quarter unit forecasts updated in EPMWorkday (STAR)	Colleges/VP Units
January 16	2 nd quarter unit forecast variance explanations provided to OPB	Colleges/VP Units
February 12-14	ABOR Meeting	
March 2	STAR opens for FY 2021 General University, Knowledge Enterprise and Provost transfers budgeting (known transfers to be completed prior to the March 30 opening of the FY 2021 budgeting process)	OPB/Knowledge Enterprise/Provost
April 2-3	ABOR Meeting	ABOR
April 6	Preliminary FY 2021 Planned Commitments Reports and FY 2021 Budget Allocation and Balancing Reports available	OPB
April 6	Opening of FY 2021 budgeting. FY 2020 forecast year-end balances to be copied to FY 2021 budget beginning balances. A Forecast Input Schedule tab can be found in the FY 2021 Budget Input Workbook to facilitate updating FY 2021 beginning balances.	OPB
April 6	FY 2021 Budget Timeline and Guidelines posted on OPB website	OPB
April 6	FY 2021 budgeting related reports available in STAR	STAR Admin
April 6	STAR budget input training made available (online)	STAR Admin
April 13	FY 2020 3 rd quarter unit forecasts updated in STAR	OPB/Colleges/VP Units
April 15	3 rd quarter unit forecast variance explanations provided to OPB	Colleges/VP Units
April 20	Colleges/VPs provide FY 2021 program fee, college fee, and class fee estimates to OPB	Colleges/VP Units
April 24	OPB/Colleges/VPs complete entry of all Tuition and Fee revenue estimates in STAR	OPB/Colleges/VP Units
May 4	Provost communicates budget allocation decisions to OPB for use in finalizing FY 2021 Planned Commitments Reports and FY 2021 Budget Allocation and Balancing Reports	Provost
May 11	FY 2021 Planned Commitments Reports and FY 2021 Budget Allocation and Balancing Reports finalized and available in STAR	OPB
May 11	FY 2021 RA/TA flat rate tuition remission benefits announced	Provost

¹ Deliverable dates for materials submitted to ABOR are dependent upon state legislative action and are approximate. Budget Allocation and General Operating Appropriations Balancing Report availability date is contingent on HHS approval of FY 2021 ERE rates.

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May 14-15	Colleges and VP areas run STAR transfer reports to ensure that all budgeted transfers balance	Colleges and VP Units
May 29	College and VP Unit deadline for completion of FY 2021 budget input	Colleges and VP Units
June 8	Central budgeting of ASC funds completed; ASC transfers rebalanced; all General University Fund budgeting completed in STAR	OPB
June 8	FY 2021 budget variance explanations comparing FY 2021 Working Budget to FY 2020 Year-end Forecast and FY 2021 Working Budget to FY 2020 Original Budget provided to OPB	Colleges/VP Units
June 10	FY 2021 budget review begins - budget units responsible for amending budget input if needed	OPB/Colleges/VP Units
TBD	ABOR Meeting - ABOR approves FY 2021 Annual Operating Budget	ABOR
June 26	FY 2021 budget input process completed	OPB