

Budget and Planning Process

Tentative Schedule

FY 2020-21

Updated: July 23, 2020

Note: All dates are subject to change.

DATE	DESCRIPTION
January 15	Base Budget Adjustment edocs completed and approved in KFS
Jan 29 – Feb 1	Board of Trustees meeting
February 5	In-year forecast due
February 6	Initial load into Longview Budget Planning System
February (early)	Planning assumptions posted
February 10	Longview Budget Planning System open to College Level Users
February 10 - 12	Long term pool estimated income loaded
February 10 - 19	Campus training and review sessions of Longview Budget Planning System
February 17	Longview Budget Planning System open to Department Level Users
March 2	SIP eligibility set in Longview Budget Planning System
March 2 - 16	Budget model information posted and College/Unit data review period
March 4	D-Level exact close date communicated by C-Level UBOG member of each College/Unit to their departments
March (mid)	Budget Letters distributed
April 3	Longview Budget Planning System planning module closed to College Level Users
April 6 - 10	Trustee Budget FY21 roll up completed
April 10	Organizational budget narrative due to Budget Office
April 20 - 24	Submit SIP Templates to Budget Office
May 1	SIP closed to all users
May 4	May Book completed for BOT mailing
May 22 - 23	Board of Trustees meet to review Trustee Budget scenarios
	COVID-19 Calendar Adjustments
June 26	Board of Trustees meet to approve operating budget and capital plan
June 29	Trustee Budget snapshot set in Longview
July 10 - 17	Longview Budget Planning System planning module open to College Level Users
July 20	Close Longview Budget Planning System to all level users @ 9pm

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DATE	DESCRIPTION
July 20 - 24	UBO begins final budget review
July 28	FY21 Budget loaded to general ledger

* Dates are subject to change based on business process deadlines.