

# UCOP FY21-22 Budget Process Key Dates

## FY21-22 BUDGET KICK-OFF

12/10	UCOP FY21-22 Budget Call
12/17	Budget Kick-Off discussion at Community of Practice meeting
Jan 2021	Budget Kick-Off discussions for President's Advisory Group (PAG) and Chiefs of Staff

## FY20-21 Q2 FORECAST

12/16	November Accounting close
<b>12/18</b>	<b>Forecast opens to ALL Users for entry in PBS</b>
1/12	December Accounting close and overlay December to PBS in "Current Forecast"
<b>1/15</b>	<b>Forecast closes EOD to Budget Liaisons</b>
1/5 to 1/22	BFD reviews Forecast, works with Budget Liaisons on material variances

## FY21-22 BUDGET DEVELOPMENT

<b>1/25</b>	<b>Budget opens to ALL Users for entry in PBS</b>
<b>2/12</b>	<b>Budget closes EOD to Budget Liaisons</b>
<b>2/19</b>	<b>Budget Narrative due to Budget Office (Send to: <a href="mailto:opbud-opBudget-sa@ucop.edu">opbud-opBudget-sa@ucop.edu</a>)</b>
1/25 to 2/26	BFD analyzes Budget and coordinates with Budget Liaisons
3/1	FY21-22 draft Budget consolidated for leadership review
3/1 to 4/1	Budget analysis and revisions in consultation with leadership and stakeholders
4/12	Draft May Regents Item due
5/12 to 5/13	May Regents meeting

## FY20-21 Q3 FORECAST

3/8	February Accounting close
4/8	March Accounting close
<b>3/29</b>	<b>Forecast opens to ALL Users for entry in PBS</b>
<b>4/14</b>	<b>Forecast closes EOD to Budget Liaisons</b>
3/31 to 4/21	BFD reviews Forecast, works with Budget Liaisons on material variances
TBD	BFD meets with Divisions to communicate Q3 Forecast

# UCOP Budget Training and Engagement Dates

## Training Opportunities & Office Hours

### Q2 Office Hours and Training

12/14 – 12/18	PBS SmartView Training
12/18 & 12/21	Office Hours (Q2 Forecast)
1/8 – 1/14	Office Hours (Q2 Forecast)

### FY21-22 Budget Development

1/18 – 1/29	Training (specific dates to be scheduled in early January)
1/25 – 2/14	Office Hours (specific dates to be scheduled in early January)

Departments are encouraged to attend office hours. Budget Coordinators will be present to assist you with your specific questions.

## Community of Practice Meetings

- December: 12/17
- January: 1/21

February through June dates to be scheduled in early 2021