# Spring 2020 Budget Planning Deadlines for 2020-21 Budget Development (COVID-19 UPDATE)

Friday, May 15 HM500 Operating Fund **Revenue Budget** Changes Due

* Link to google sheet with initial 2020-21 amounts – please update your area by 5/15

[https://docs.google.com/spreadsheets/d/1XrZ\_ET0UDoKVO0uxpiWXroCeVjbHGZ5rHAldObjzO1M/edit#gid=1700681907](https://docs.google.com/spreadsheets/d/1XrZ_ET0UDoKVO0uxpiWXroCeVjbHGZ5rHAldObjzO1M/edit" \l "gid=1700681907)

* *Note: if needed, additional revisions can be made during the planning process*

May 18 – May 20 HM500 Operating Fund budget planning documents (Position Inventory (PI), Operating Expenses, 2020-21 Reduction Targets) sent to MBUs for review

Self-Support budget planning documents sent for review

May 25 – June 12 Budget meetings held with MBU leadership, budget analyst in each area, divisional budget representative

Friday, June 12 Complete **HM500 Operating Fund budget planning details submitted to University Budget Office**

* All position updates and variances cleared and PI frozen until August 2020
* Updated HM500 OperatingExpenses (OE) Budget spread by account/object group
* All itemized reductions captured for 2020-21 base budget planning

Friday, June 19 **Operating Fund budget finalized**

Friday, June 19 **Self-Support and Auxiliary budgets due**