

## Spring 2021 Budget Planning Deadlines for 2021-22 Budget Development

Friday, February 19	HM500 Operating Fund <b>Revenue Budget</b> Information available via google sheet for area updates
Friday, March 19	HM500 Operating Fund <b>Revenue Budget</b> Changes Due
Monday, March 1	<b>Position Inventory (PI)</b> ready for review for all funds <ul style="list-style-type: none"><li>Budget Office will have completed all position updates, funded any GSIs, cleared any benefit dependent/plan variances</li></ul>
Friday, April 2	Areas complete preliminary <b>Position Inventory (PI)</b> review throughout the month of March <ul style="list-style-type: none"><li>Notify UBO of any position updates or adjustments</li><li>Notify UBO of any positions being folded for 2021-22 budget reductions</li></ul>
Monday, April 19	<b>HM500 Operating Fund budget planning documents</b> (Position Inventory (PI), Operating Expenses, 2021-22 Reduction Targets) sent to MBUs for review  <b>Self-Support/Auxiliary budget planning documents</b> sent for review
April 20 – May 14	Budget meetings held with MBU leadership and budget analyst in each area
Friday, May 28	Complete <b>HM500 Operating Fund budget planning details due to University Budget Office</b> <ul style="list-style-type: none"><li>All position updates and variances cleared and PI frozen until August 2021</li><li>Updated HM500 Operating Expenses (OE) Budget spread by account/object group</li><li>All itemized reductions captured for 2021-22 base budget planning</li></ul> Complete <b>Self-Support/Auxiliary budget planning details due to University Budget Office</b>