

Georgia Tech Budget Calendar - FY21 Preparation
Fiscal Years 2020 and 2021

Color Code:	FY20 Current Year
FY21 Budget Preparation	FY21 Campus Budget Am'ents
FY21 Tuition/Fee/Aux Plan Subs	FY22 Budget Preparation

FY20 & 21 When	What	Who
July 11, 2019	- Submission of projection data & budget development templates to BOR: - Projected new square footage - Projected health insurance and retiree fringe benefits (M&O due July 9th)	- Budget Office - Capital Plg & Space Mgt - Office of Human Resources
July 27, 2019	- Budget Amendment - Internal	- Budget Office
August 3, 2019	- Budget Amendment - Capital	- Budget Office
August 9 - 19, 2019	- Budget Amendment - Campus	- Budget Office - Campus Users
August 26, 2019	- FY 2018 Annual Expenditure Report (AER) to BOR	- Budget Office
September 6 - 13, 2019	- Budget Amendment - Campus	- Budget Office - Campus Users
September 2019	- Budget Hearing instructions issued	- BOR
October 2019	- Revenue projection instructions issued	- BOR
October 2019	- Mandatory Fee and Housing & Food Svcs request instructions issued	- BOR
October 7, 2019	- First Quarter budget amendment due to BOR	- Budget Office
October 7- 15, 2019	- Budget Amendment - Campus	- Budget Office - Campus Users
October 16, 2019	- First Quarter financial reports to BOR	- Budget Office
October 30, 2019	- 5-year Auxiliary Plan instructions issued	- BOR
November 7 - 14, 2019	- Budget Amendment - Campus	- Budget Office - Campus Users
November 20, 2019	- Submission of budget data and narratives to BOR	- Budget Office, Institute Research & Planning (IRP) - Ofc of the President
November 27, 2019	- Auxiliary business plans due to Budget Office	- Campus Services - Budget Office
December 13, 2019	- Housing and Dining data to BOR	- Campus Services - Budget Office
December 17, 2019	- Tuition Differential proposals due to Budget Office	- Various Campus Units
December 6 -13, 2019	- Budget Amendment - Campus	- Budget Office - Campus Users
December 18, 2019	- Submission of mandatory fee requests to BOR	- Mandatory Student Fee Advisory Committee - President
	- Submission of 5-year auxiliary plans to BOR	- Campus Services - Budget Office - EVP A&F
December 18, 2019	- Revenue projections to BOR	- Budget Office
December 20, 2019	- Elective fee requests due from units	- Various Campus Units - Budget Office
January 8 - 17, 2020	- Budget Amendment - Campus	- Budget Office - Campus Users
January 9, 2020	- Second Quarter budget amendment due to BOR	- Budget Office
January 16, 2020	- Second Quarter financial reports to BOR	- Budget Office
January 17, 2020	- Base graduate and professional program rates to BOR	- Selected Departments - Budget/Provost Offices - Exec Leadership Team
January 27, 2020	- Preliminary calendar and budget instructions issued to campus - Update of current/future year financial projections and budget outlook	- Budget Office
February 2020	- Updated enrollment and other workload/performance data to ELT	- Budget Office - Institutional Research & Planning
	- Submissions/planning meetings required with individual ELT members:	
	• Review of updated performance data & college/division strategic plans	
	• Evaluation of results from new funding allocated in current year	
• New program or program expansion proposals		
• Funding re-direction to address administrative improvements		
• Enhanced revenue opportunities		

FY20 & 21 When	What	Who
February 3, 2020	- Submission to BOR fee requests requiring BOR approval (including Housing & Dining)	- Campus Services - Budget Office - EVP A&F
February 6 - 13, 2020	- Budget Amendment - Campus	- Budget Office - Campus Users
February through early March 2020	- Review of updated performance measures, revenue projections, "must pay" items, and overall budget outlook - ELT members determination of priorities for program expansion & funding reallocations	- Executive Leadership Team - Budget Office
1st two Weeks of March 2020	- Distribution/confirmation of base budget figures (via "Form 1") - Budget kickoff session for H.R. reps and H.R. business partners - Preliminary GT pay adjustment guidelines issued (per BOR and ELT) - Preliminary salary plans & merit tool issued via oneBudget - Preliminary expansion and/or redirection targets to campus divisions	- Budget Office - Campus Units
March 2, 2020	- Unit submissions of final Form 2 requests and backup documents to ELT - Submission of Form 2A for items tentatively pre-approved by ELT	- Campus Units - Executive Leadership Team
1st Week in March 2020	- Budget kickoff session for oneBudget users and division finance directors	- Budget Office - Campus Units
March 6 - 16, 2020	- Budget Amendment - Campus	- Budget Office - Campus Users
3 Working Days before Strategic Planning Mtgs	- Submission of full presentations to <i>Budget Office's assigned budget analyst</i> for strategic planning meetings with Executive Leadership Team	- Campus Units
March 2,9,16, 2020	- Strategic planning and budget presentation meetings	- Deans/Other Division Heads - Executive Leadership Team
March 27, 2020	- Budget hearing with Chancellor	- President & ELT - Selected other Staff
Late March, early April 2020	- Approval of Appropriations Bill (pending Governor's vetoes)	- General Assembly
April 6, 2020	- ELT approval of redirections and increases pending final BOR allocation and tuition/fee approvals	- ELT - Budget Office
2nd Week in April 2020	- Communication of preliminary allocations and redirections to units - Form 1 revisions to campus units based on March BA & FY20 decisions	- Budget Office
April 7, 2020	- Third Quarter budget amendment due to BOR	- Budget Office
April 7, 8, 13, 14, 2020	- Optional hands-on budget workshops for oneBudget users	- Budget Office
April 9, 2020	- oneBudget system open to campus - Final salary plans available to campus units via OneBudget (Bud707) - Detailed Budget instructions and merit policy to campus units	- Budget Office
April 14, 2020	- Approval of: state allocations, tuition levels, mandatory/other fees - Approval of merit raise policy - Approval/acceptance of elective fees proposals	- Board of Regents (pending General Assembly Appropriations Act approval)
April 16, 2020	- Third Quarter financial reports to BOR	- Budget Office
Late April 2020	- Final budget approval/allocations to units for Original Budget	- Office of the President
April 24, 2020	- Detailed Original Budget submissions due via oneBudget	- Campus Units
May 1, 2020	- Original Budget submission to BOR: online submission & detailed scheds.	- Budget Office
May TBD, 2020	- Budget Amendment - Campus	- Budget Office - Campus Users
May 12, 2020	- Final BOR approval of FY21 Original Budget - Initial Annual Operating Budget submitted to OPB	- BOR - BOR
June 2020	- Information request to institutions: new square footage, health insurance, new retirees projections for FY20 budget development (due July)	- BOR
June TBD, 2020	- Budget Amendment - Campus	- Budget Office - Campus Users
July 2, 2020	- Final budget amendments due to BOR	- Budget Office
July thru Sept 2020 & Mid-February, 2021	- Additional Fiscal 2021 allocations (or reductions) to units, per budget status (following final fall and spring enrollment results)	- Exec Leadership Team