

**Budget Calendar (Fiscal Year 2018-19)**

<b>Tasks</b>	<b>Period/Timeline</b>	<b>Description</b>
Establish New Fiscal Year Campus Budget	July	Final allocations are provided by CSU to campuses.
Campus Budget Submission to the CSU	August	Campus is required to submit its new fiscal year budget plan to the CSU
Submit Campus Fee Report to the CSU	August	Campus is required to report campus fee rates, balances and spending plans to the CSU.
Consolidate Divisional Budget Requests	August - September	Submit reports to Cabinet
Obtain President's Approval of Budget Requests	September	President Approves Budget and responds to PRBC
Present Budget 101 to PRBC	September	Present 'CSU and campus budget allocation process and timelines' to PRBC
Allocate new Budget Adjustments to Divisions	September - October	Send Technical Budget Allocation Letters to Divisions and Process Budget Transfers
Publish Annual Budget Report	October	The university's Annual Budget Report is published in the Fall on Resource Planning and Budget's Website.
Prepare 'Fiscal State of the University' Presentation for CFO	October - November	CFO Presents to the Academic Senate in Fall
Allocate CSU's Supplemental Budget Allocations to Divisions	October - December	Process additional budget allocations for mandatory cost increases
2nd Quarter/Mid Year Divisional Budget Review	January - February	Divisional budget forecasts will be collected, consolidated and submitted to CFO.
Budget Planning for Next Fiscal Year	January	Governor's budget is issued in January.
Prepare Campus Cost Allocation Plan	January - March	The preliminary campus cost allocation plans are submitted to the Chief Financial Officer for review and approval.
Obtain Budget Proposals for the New Fiscal Year	January - March	University including Auxiliary/Self Support organizations
3rd Quarter Divisional Budget Review	April - May	Divisional budget forecasts will be collected, consolidated and submitted to CFO.
Conduct Budget Reviews	April - May	Annual Business Plan Reviews of Auxiliary/Self Support operations and recommendation for approval.
Prepare 'Fiscal State of the University' Presentation for the CFO	April - May	CFO Presents to the Academic Senate in Spring
Year End Closing - Submission of Required Informations to the CSU	June - July	Fiscal Year End