

CAL POLY POMONA
DIVISION OF ADMINISTRATIVE AFFAIRS
FINANCE AND ADMINISTRATIVE SERVICES
FISCAL YEAR 2019-2020 BUDGET PROCESS TIMELINE

Item No.	Date	Action	Responsible Area/Party
1	October 25, 2019	Budget Office to Provide Vice Presidents and Division Budget Personnel Multi-year Budget Instructions, Documents, and Calendar	Budget Office
2	October 25, 2019	Budget Office, partnering with Academic Affairs, begins discussions and prepares revenue projections	Budget Office
3	October 28, 2019	Student Fee Advisory Committee begins Receiving HEPI Fee Adj Proposals; Presidential Review; SACS Notified of any fee rate changes	Student Affairs
4	October 31, 2019	Summer Cost Recovery Funds allocated to Divisions	Budget Office
5	October 31, 2019	Division Position Management Report due to Budget Office	Budget Office
6	October 31, 2019	Budget to allocate pay increases for bargaining units that have an agreement in place	Budget Office
7	December 9, 2019	Fall Semester Final Exams - Dec 9 - 15	Academic Affairs Division
8	December 16, 2019	Student Fee Adv Comm sends to President any Fee Rate Adjustment Packets	Student Affairs
9	December 20, 2019	Fall Semester Ends for Faculty	Academic Affairs Division
10	January 17, 2020	Use the Enrollment Planning Group's Targets for Budget purposes.	Enrollment Planning Group & the Budget Office
11	January 18, 2020	First Day of Spring Classes	Academic Affairs Division
12	January 21, 2020	Governor's Budget Review (Jan 14) and Estimate of CPP's share	Budget Office
13	January 31, 2020	Mid-Year Budget Reports provided to Cabinet & Budget Oversight Document provided to President & CFO	Budget Office
14	February 3, 2020	Submit request for Faculty searches for Fall 2020 Searches for Fall 2021 Hires. Integrated into Divisional Requests.	Academic Affairs Division
15	February 17, 2020	CENSUS	Academic Affairs / Infor Tech
16	February 28, 2020	FY 20/21 Base Budgets Requests from the Divisions of Office of the President, Administrative Affairs, Information Technology, Student Affairs, and University Advancement Due to Budget Office	Divisions
17	March 6, 2020	FY 20/21 Base Budgets Requests from the Division of Academic Affairs Due to Budget Office	Divisions
18	March 13, 2020	Last day to submit requisitions to ATI and Information Technology review for the acquisition of electronic and information technology items requiring formal bidding	Divisional Budget Personnel
19	March 20, 2020	Present Consolidated Budget Requests to President & CFO/VP Admin Affairs	Budget Office
20	March 20, 2020	Review CSU's Governor's Budget Allocations	Budget Office
21	March 27, 2020	Present CSU's Governor's Budget Allocations to President/CFO	Budget Office
22	March 30, 2020	Cabinet Deliberation of Top 5 Priorities for New Funding	President's Cabinet
23	March 31, 2020	3rd Quarter Division Fee Revenue and Budget Reconciliation/Division Budget Adjustments	Budget Office
24	April 3, 2020	Instructional Spring Break April 3-9, 2020	
25	April 3, 2020	Last day to submit requisitions to Procurement and Support Services for acquisition of items requiring formal bidding.	Divisional Budget Personnel
26	April 10, 2020	Last day to submit requisitions to ATI and Information Technology review for the acquisition of electronic and information technology items NOT requiring formal bidding	Divisional Budget Personnel
27	April 10, 2020	Last day to submit Work Orders to Graphic Communications Services for printing services of \$10,000 or more	Divisional Budget Personnel
28	April 24, 2020	3rd Qtr Budget-Expenditure Projection Reports	Budget Office
29	April 30, 2020	Base Tuition Fee, Non-Resident Tuition and enrollment projections due	Budget Office
30	May 1, 2020	Last day to submit Work Order requests to Information Technology for data and voice services	Divisional Budget Personnel
31	May 1, 2020	Last day to submit Work Order requests to Graphic Communications Services for printing services of \$9,999 or less	Divisional Budget Personnel
32	May 1, 2020	Last day to submit requisitions to Procurement and Support Services for acquisitions of items not requiring formal bidding	Divisional Budget Personnel
33	May 1, 2020	Send out Position Listing/Tableau confirmation to Divisions to ensure funds for full-time State funded positions are counted in the Final FY 19/20 Budget	Budget Office
34	May 8, 2020	Last day for processing chargebacks for postage, telephone call usage, quick print and other types of internal recharges through April 2020	Divisional Budget Personnel
35	May 12, 2020	Governor's May Revise Released	
36	May 15, 2020	Commencement Ceremonies (May 15 - 17, dates vary by college)	
37	May 18, 2020	POM01 - Division & New Funds Available Resources Report (include Governor's May revise if available)	Budget Office
38	May 20, 2020	Spring Semester Ends for Faculty	
39	May 21, 2020	Semester Break	
40	May 26, 2020	Analysis of Governor's May Revise to President and CFO	Budget Office
41	May 27, 2020	Summer Classes Begin	
42	May 29, 2020	Position Listing from Divisional Budget Analysts are due to the Budget Office	Divisional Budget Personnel
43	June 1, 2020	Last day to submit Direct Pay requests to Accounts Payable	Divisional Budget Personnel
44	June 1, 2020	Last day to submit travel expense report in Concur for travel completed prior to June 1, 2020 to Accounts Payable	Divisional Budget Personnel
45	June 1, 2020	Last day to submit Travel Request in Concur (including reasonable estimate of total cost) for travel occurring from June 1, 2020 to June 30, 2020	Divisional Budget Personnel
46	June 1, 2020	Last day to submit requests for chartfield string changes or corrections to General Accounting for activity posted prior to June 1, 2020	Divisional Budget Personnel
47	June 4, 2020	Last day to make purchases on FY 19/20 blanket purchase orders	Divisional Budget Personnel
48	June 4, 2020	Last day to process purchases or returns through the Bronco Bookstore	Divisional Budget Personnel
49	June 11, 2020	All purchase order invoices for FY 19/20 must be submitted to Accounts Payable	Divisional Budget Personnel
50	June 12, 2020	Budget Presentation for FY 19/20 to Budget Analysts discuss the estimated final State budget and the impact on the CSU and CPP	Budget Office
51	June 15, 2020	Last day to submit requests for chartfield string changes or corrections to General Accounting for activity posted after June 1, 2020	Divisional Budget Personnel
52	June 22, 2020	Last date to submit requests to transfer funds to Budget Services	Divisional Budget Personnel
53	June 22, 2020	All State Procurement Card Transactions must be posted by this date. This is not the TRANSACTION DATE, but the POSTING DATE	
54	June 29, 2020	June Month End Paytape for LCD received. LCD continues through July 3	Budget Office
55	July 20, 2020	CSU Budget Allocation Letter Received	Budget Office
56	July 23, 2020	Final Year End Legal Reporting Submission to the Chancellor's Office and State Controller	University Accounting Services
57	July 31, 2020	Load/roll the FY 20/21 POM01 Base Budget as well as new funding approved plus prior year Carryforward for POM01, PCRXX and Lottery Base and Carryforward	Budget Office
58	July 31, 2020	Reporting Out Allocations Letters to Divisions	Budget Office
59	August 15, 2020	CSU FIRMS Budget Submission Due	Budget Office
60	August 15, 2020	CSU submit CPP Annual Fee Report	Budget Office
61	August 20, 2020	Fall Semester Begins	
62	September 4, 2020	CPP Budget Oversight to President and CFO	Budget Office
63	September 30, 2020	Divisional Budget Analysts to provide the Budget Office with POM01 Carryforward and PCRXX 12 Month Expenditure Plans	Divisional Budget Personnel
64	October 30, 2020	Budget to allocate pay increases for bargaining units that have an agreement in place	Budget Office
65	December 7, 2020	Fall Semester Final Exams - Dec 7 - 13	Academic Affairs Division
66	December 18, 2020	Fall Semester Ends for Faculty	Academic Affairs Division
67	December 18, 2020	Final Budget Presentation for FY 20/21 to the Academic Senate Budget Committee - All Funds.	Budget Office

Legend
Blue Rows = Budget Highlights
Yellow Rows = Year End Closing Highlights
Green Rows = Academic Affairs/Other Division Highlights