

## FY 2020/21 UMBC Budget Calendar

| November           |  |
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| <b>November 4</b>  | University System of Maryland (USM) FY 2021 Budget Hearing with the Department of Budget and Management        |
| <b>November 15</b> | Annual Personnel Survey is due to the Department of Legislative Services                                       |
| <b>November 18</b> | Mandatory fee owners present proposed FY 2021 mandatory fee increases to the Student Fee Advisory Committee    |
| <b>November 19</b> | Financial Aid strategy is adopted for FY 2021  |
| <b>November 21</b> | Budget Committee Meeting: Report on FY 2020 Q1 actuals and preliminary budget planning assumptions for FY 2021 |
| <b>November 21</b> | Initial FY 2021 budget planning scenario is finalized and presented to key stakeholders                        |
| <b>November 22</b> | Budget meeting with Assistant Deans and Assistant Vice Provosts for Finance                                    |

| December                   |  |
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| <b>Week of December 16</b> | Second FY 2020 DRIF allocation is posted |

| January                      |   |
|------------------------------|---|
| <b>First week of January</b> | General Assembly requests for Fiscal Note responses begin and continue through Mid-March  |
| <b>January 8</b>             | Legislative Session Begins  |
| <b>January 10</b>            | 2nd quarter vacancy report is due to USM, summarizing the number of vacant positions as of December 31st  |
| <b>January 15</b>            | The Governor introduces the FY 2021 State Budget to the General Assembly  |
| <b>January 15</b>            | 2 <sup>nd</sup> quarter Auxiliary Overhead charges are posted   |
| <b>January 15</b>            | FY 2021 Budget planning scenario is updated to reflect changes in the Governor's budget   |
| <b>Late January</b>          | The Provost and VP of Administration and Finance provide guidance to the VPs and Deans regarding budget development for FY 2021, including priorities and other relevant information. The guidance will include a template, instructions, and deadlines for FY 2021 budget requests and presentations |
| <b>January 24</b>            | FY 2020 second quarter budget variance reports are available  |
| <b>January 30</b>            | FY 2021 USM Overview Budget Hearing – Senate Budget and Taxation  |
| <b>January 31</b>            | FY 2021 USM Overview Budget Hearing – House Appropriations  |

| February                        |  |
|---------------------------------|--|
| <b>TBD</b>                      | Student Forum on Mandatory Fees  |
| <b>February 10<sup>th</sup></b> | FY 2021 proposed Room and Board rates are due to Budget Office   |
| <b>February 14</b>              | FY 2021 budget requests from VPs and Deans are due to the Budget Office. The Budget office will review for accuracy (i.e. fringes are included, one-time funding sources are identified, etc.) |

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| <b>Weeks of February 17 and February 24</b> | The Budget Office will meet individually with each College/Unit to review the submitted FY 2021 budget requests  |
| <b>February 21</b>                          | UMBC FY2021 Budget Hearing – Senate Budget and Taxation  |
| <b>February 24</b>                          | Budget Committee meeting: Reports on FY 2020 Q2 actuals, preliminary planning for FY 2021 budget, update on the Governor’s budget, and FY 2021 proposed room and board rates |
| <b>February 26</b>                          | UMBC FY2021 Budget Hearing – House Appropriations  |
| <b>February 27</b>                          | Budget meeting with Assistant Deans and Assistant Vice Provosts for Finance  |
| <b>February 28</b>                          | Room and Board rates for FY 2021 are due to the Board of Regents   |

## March

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| <b>Early March</b> | VPs and Deans will present their FY 2021 budget priorities and budget requests to the President and the Council of VPs and Deans, this will include a summary of FY 2020 activity |
| <b>Mid-March</b>   | Budget Office pulls current salary data from HR PeopleSoft to be included in FY 2021 working budget files   |
| <b>March 13</b>    | FY 2021 budget planning scenario is updated based on preliminary data from General Assembly and is discussed with VPs and Deans   |
| <b>March 30</b>    | General Assembly approves the FY 2021 State Budget  |

## April

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| <b>First week of April</b> | FY 2021 Tuition and Fee Schedule is due to the Board of Regents  |
| <b>April 1</b>             | FY 2021 Working Budget instructions and budget files are distributed to campus   |
| <b>April 3</b>             | FY 2021 budget planning scenario is updated based on actions taken by the General Assembly and presented to VPs and Deans        |
| <b>April 6</b>             | Last day of Legislative Session  |
| <b>April 10</b>            | 3 <sup>rd</sup> quarter vacancy report due to USM, summarizing the number of vacant positions as of March 31st                   |
| <b>April 15</b>            | 3 <sup>rd</sup> Quarter Auxiliary overhead charges are posted  |
| <b>April 15</b>            | Budget Committee meeting: Reports on FY 2020 Q3 actuals, planning for FY 2021 budget, and FY 2021 proposed tuition and fee rates |
| <b>April 16</b>            | Budget meeting with Assistant Deans and Assistant Vice Provosts for Finance  |
| <b>April 17</b>            | Final FY 2021 budget recommendations are presented to the President  |
| <b>Mid-April</b>           | Budget Office holds FY 2021 Working Budget training sessions   |
| <b>Mid-Late April</b>      | Final FY 2021 budget decisions are made and presented to VPs and Deans   |
| <b>April 24</b>            | FY 2021 State Support control numbers and budget submission deadlines are provided to campus                                     |
| <b>April 24</b>            | FY 2020 third quarter budget variance reports are available  |

## May

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|----------------|---|
| <b>May 1</b>   | Enrollment Intent/Deposit deadline for new Freshmen                         |
| <b>Mid-May</b> | Request for additional State appropriation for FY 2020 is due to USM        |
| <b>Mid-May</b> | Compensation guidelines received from USM                                   |
| <b>May 15</b>  | FY 2021 working budget files are due to the Budget Office                   |
| <b>May 26</b>  |   |
| <b>May 28</b>  | Budget meeting with Assistant Deans and Assistant Vice Provosts for Finance |

## June

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|------------------|--|
| <b>All month</b> | Budget Office reviews FY 2021 budget submissions and works with campus partners to resolve any issues  |
| <b>June 3</b>    | Budget Committee meeting: Reports on FY 2020 actuals through April, FY 2021 budget requests, and a review of the General Assembly approved budget and relevant legislation |
| <b>June 5</b>    | Deadline for internal FY 2020 budget amendments  |
| <b>June 30</b>   | Fiscal Year 2020 ends  |

## July

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|----------------|--|
| <b>July 1</b>  | Fiscal year 2021 begins  |
| <b>July 1</b>  | FY 2021 working budget is finalized and loaded in PeopleSoft   |
| <b>July 7</b>  | Final Auxiliary overhead charges are posted for the 4 <sup>th</sup> quarter of FY 2020                           |
| <b>July 10</b> | Fourth quarter vacancy report due to USM, summarizing the number of vacant positions as of July 31 <sup>st</sup> |

**\*Dates are subject to change**