

FY22 Budget Development Schedule

Proposed Schedule:

January 25 (week)	Issue letters, instructions, schedule, historical info
Jan 25 (week)	Department/Division budget Banner data entry opens
Feb 22	Budgets Due – entry complete in Banner, strategic funds requests submitted
March 5	Reconciliation of Banner budget entry with Division Heads
March 15	VPs/President review of Strategic Funds Requests begin
April 5	Final decisions on strategic funds allocations forwarded to Financial Services
April 18	Budget Proposal Package issued for BOT Finance Committee Meeting
April 27	BOT Finance Committee Meeting – Budget Proposal Review and vote
May 4	BOT Meeting – Budget Proposal Review and vote
May 22	FY22 Budget Letters issued to Departments
July/August	Work on any Budget Reductions
September 1	Deadline for all Fall Budget Reductions

Budget Training Dates:

Wednesday, February 3	Open budget session for all staff* Time: 3:00-4:00 Place: Virtual Meeting Invite
Tuesday, February 9	Open budget session for all staff* Time: 10:00-11:00 Place: Virtual Meeting Invite

*Please email cbullis@fitchburgstate.edu or sboudr17@fitchburgstate.edu to reserve your spot