LEWIS-CLARK STATE COLLEGE BUDGET DEVELOPMENT TIMELINE

Budget Office: Revised 10/20/20

New Fiscal Year FY21	Est. Due Dates
Print and distribution of budget book (paper,e-copy,web)	7/6/2020
Gen Ed & CTE base budgets loaded	7/20/2020
Gen Ed Encumbrances from prior fiscal year	8/3/2020
Gen Ed Carryforward from prior fiscal year	8/10/2020
One time RRF loaded in budgets	8/24/2020
CTE Encumbrances from prior fiscal year	8/24/2020
State Budget Request FY22	**Est. Due Date**
#Gen Ed line item requests due to SBOE	5/15/2020
CTE Line Items due	5/1/2020
CTE B-7 Capital Outlay Requests Due (Do 5/1 with Line items)	7/1/2020
Gen Ed B-7 Capital Outlay request review, submits on Sept 1	7/1/2020
Legislature meets; Gov's Rec delivered	Jan 2021
Legislative action on C&U budget (approx.)	February 2021
Internal Budget Development FY22	**Est. Due Date**
RRF Process Review	7/20/2020
RRF Form Update	7/24/2020
Units submit RRFs to IRE/student fee proposals to VPSA	12/1/2020
Supervisors review RRFs	Dec '20-Jan '21
FAC review of RRFs	2/12/2021
#FAC chairs conclude presentation to Cabinet	3/3/2021
#Cabinet review/prioritization of RRF's for student fees	3/8/2021
CTE reorganizations and/or budget code changes due	4/20/2021
CTE Draft budget due	4/27/2021
#Cabinet approves RRF awards for budget book (official list)	4/27/2021
Finalize budgets with CEC adjusts & ongoing RRFs	4/28/2021
#CTE budget due	5/3/2021
Gen Ed reorganizations and/or budget code changes due	5/3/2021
Gen Ed Draft budget book	5/10/2021
#Gen Ed Operating budgets/reports due to SBOE	5/12/2021
Student Fee Process FY22	**Est. Due Date**
Student fee proposals received by VPSA	12/1/2020
Start RRF student fee proposals review by ASLCSC	1/1/2021
Preliminary "Activity Fee" proposal mtg. hosted by ASLCSC	2/5/2021

	#Preliminary student fee proposal, President reviews	2/10/2021
	Notify students re: fee hearing	2/12/2021
	Student "Tuition & Fee" fee proposal hearing	3/4/2021
	#Submit student fee proposal to SBOE	3/17/2021
	SBOE considers student fee proposals	4/21/2021
CEC & Contracts FY22		**Est. Due Date**
	Faculty & Staff Evaluations Due (Jan - March)	3/15/2021
	#Finalize and submit CEC plan/matrix for approval	4/14/2021
	#CTE early preview of CEC worksheets	4/14/2021
	CEC guidelines/worksheets distributed to All	4/21/2021
	#CTE review/approval of CEC worksheets	4/23/2021
	#CEC worksheets returned to Budget Office	4/28/2021
	#President reviews/approves Master CEC worksheet	5/5/2021
	#Changes to PC Worksheet reviewed/approved by President	5/17/2021
	Div/Dept contracts/letters e-mailed to President/VPs	5/17/2021
	#Div/Dept contracts reviewed and approved by President/VPs	5/19/2021
	Employment contracts e-mailed	5/26/2021
	Employment contracts due	6/30/2021
State Budget Request FY23		**Est. Due Date**
	#Gen Ed line item requests due to SBOE	5/12/2021
	#Gen Ed occupancy requests due to SBOE	5/12/2021
	#CTE Line Items due	5/3/2021
	CTE B-7 Capital Outlay Requests Due (Do 5/1 with Line items)	7/1/2021
	Gen Ed B-7 Capital Outlay request review, submits on Sept 1	7/1/2021
	Legislature meets; Gov's Rec delivered	Jan 2022
	Legislative action on C&U budget (approx.)	February 2022
Auxiliary Budget Development FY22		**Est. Due Date**
	Auxiliary budget templates distributed	5/26/2021
	Auxiliary budgets due to Budget Office	6/9/2021
Year End Close FY21		**Est. Due Date**
	Departmental deficit coverage plan and action	6/15/2021

Purple with #: Administrative Decision/Review Due Date

Colored blocks: indicate items that are time linked