

# Budget and Planning Process

## Tentative Schedule

**FY 2019-20**

Updated: June 17, 2019

*Note: All dates are subject to change.*

<b>DATE</b>	<b>DESCRIPTION</b>
January (mid) – February (mid)	Budget model information posted and College/Unit data review period
January 15	Base Budget Adjustment edocs completed and approved in KFS
January 28	Initial load into Longview Budget Planning System
January 30 - 31	Board of Trustees meeting
February (early)	Planning assumptions posted
February 4	Longview Budget Planning System open to <b>College Level Users</b>
February 8	Longview Budget Planning System open to <b>Department Level Users</b>
February 12	Long term pool estimated income loaded
February 12 - 20	Campus training and review sessions of Longview Budget Planning System
March (early)	Budget Letters distributed
March 4	SIP eligibility set in Longview Budget Planning System
March 4	D-Level exact close date communicated by C-Level UBOG member of each College/Unit to their departments
March 25	Longview Budget Planning System planning modules closed to <b>College Level Users</b>
April 2	Organizational budget narrative due to Budget Office
April 9 - 12	Trustee Budget FY20 roll up completed
April 19 - 24	Submit SIP Templates to Budget Office
May 1	SIP closed to all users
May 3	May Book completed for BOT mailing
May 23 - 24	Board of Trustees meet to approve operating budget and capital plan
June 10	Trustee Budget snapshot set in Longview
June 12 - 14	On request to Budget Office, Longview Budget Planning System planning module open to <b>College Level Users</b>

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<b>DATE</b>	<b>DESCRIPTION</b>
June 17	Close Longview Budget Planning System to <b>all level users @ 9pm</b>
June 17 tentative	SIP Awards loaded to Workday HR, awards are effective July 1
June 18 -19	*Individual incumbent (workforce) planning records updated to include SIP Awards, SIP Apply
June 20 - 26	Longview Budget Planning System planning modules reopened, @ <b>noon</b> , to College level users for <b>final balancing</b> of accounts
June 27	UBO begins final budget review
July 24	FY20 Budget loaded to general ledger

\* Dates are subject to change based on business process deadlines.