

**Plan/Budget Development Calendar – FY2021
Administrative Units**

- Nov 4** Information on FY2021 planning/budgeting process is distributed to all unit heads which includes the President's memo outlining planning priorities for FY2021.
- Nov 21,
Dec 5,
Dec 12** **Look-Back Exercise.** During the PBDC meetings held over this period the vice presidents will report on their division's use of additional funds – Operating, Reallocations, and HEAF – allocated for FY2019 (last completed fiscal year).
- Dec 6** Unit heads submit their draft FY2021 plan to their respective VP.
- Dec 6-20** Period of review for the VPs to meet individually with unit heads.
- Jan 10** VPs (except Provost) send out consolidated draft FY2021 division plans to the unit heads/direct reports for final review.
- Jan 21** VP ESO, VP AUR & VP AF submit final FY2021 division plans to the PBDC.
- Jan 23** VP ESO, VP AUR & VP AF present their high priority FY2021 initiatives to the PBDC.
- Jan 30** VP AF presents high priority FY2021 initiatives to the PBDC.
- Feb 4** VP EM & SA submits final FY2021 division plan to the PBDC.
- Feb 6** VP EM & SA presents high priority FY2021 initiatives to the PBDC.
- Feb 11** VP AA submits final FY2021 division plan to the PBDC.
- Feb 13** VP AA presents high priority FY2021 initiatives to the PBDC.
- Feb 20 &
Mar 5** PBDC deliberates and determines final rankings of all initiatives presented by the respective vice presidents.
- Mar 6** PBDC submits its ranked recommendations to the President.
- Apr 13
(Est.)** Final Campus Plans & Budgets due to UHS for assembly and consolidation.
- Apr 30
(Est.)** Agenda deadline for items going to the UHS Board of Regents May 2020 meeting, to include the UHS Plan & Budget.
- May 21** UHS Plan and Budget is considered by the UHS Board of Regents.