

CSU CHANNEL ISLANDS
Academic Affairs Budget Planning Calendar
FY21 (2020 - 2021)

| Date | | CSUCI Institutional Dates | Academic Affairs Budget Requests (Emergent Planning Cycle) | Student Fee Requests (MSFT, IRA, and Category III Student Course Fees) |
|----------------|-----|--|--|---|
| | | | Planning Activities / Events | |
| July 2019 | 16 | President Approves FY20 Final Budget | | |
| | 17 | | FY21 "Emergent Planning Cycle" Begins with AABAC Review of Modified Process | |
| | 19 | CSU Systemwide FY20 "Final Budget Allocations" Released | | |
| | 31 | | | IRA Application Portal Opens for Spring 2020 and FY21 Submissions |
| | 31 | | | MSFT Notification of Approval for FY20 Applications Released |
| August 2019 | TBD | FY20 Budgets Posted in PeopleSoft and Viewable in the Data Warehouse | | |
| | 30 | | FY21 Emergent Requests Proposal Workbook and Narrative Released to Division | |
| September 2019 | 24 | SRPC Meeting to Launch FY21 Budget Cycle | | |
| | 27 | | | Category III Student Course Fee Proposals Due for Spring 2020 |
| | 29 | | | IRA Applications Due for Spring 2020 |
| October 2019 | TBD | Campus Budget Instructions/Templates Released for FY21 | | |
| | 11 | | FY21 Emergent Requests Due to APB | |
| | 21 | | FY21 Emergent Requests Posted to APB Online Forum for Division Wide Review/Feedback | |
| November 2019 | 4 | | Division Wide Online Review and Feedback of FY21 Emergent Requests Ends | |
| | 11 | | AABAC Begins the Review and Scoring of FY21 Emergent Request | |
| | 25 | | AABAC Finalizes the Review and Scoring of FY21 Emergent Requests | |
| | TBD | FY21 Cost Allocation Schedule Available | | MSFT Application Portal Opens for FY21 Submissions |
| December 2019 | TBD | Fee Increase Requests (included in FY21 Budget Template) Due to B&P | | |
| | 2 | | Provost Begins Review of FY21 Emergent Request Submissons | |
| | 16 | | | IRA Notification of Approval for Spring 2020 Applications Released |
| January 2020 | TBD | Governor Releases Proposed Budget for FY21 | | Category III Student Course Fee Notification of Approval for Spring 2020 Released |
| | 6 | | Provost Ends Review of FY21 Emergent Request Submissons | |
| | 27 | | | MSFT Applications Due for FY21 |
| February 2020 | TBD | | | Category III Student Course Fee Proposals Due for Fall 2021 |
| | TBD | FY21 Budget Requests/Templates Due to B&P | Provost/APB Submit FY21 Budget Requests/Templates to B&P for Institutional Consideration | |
| | TBD | Cabinet Begins FY21 Budget Discussions | | |
| | TBD | FY21 Budget Town Hall Meeting | | |
| March 2020 | 2 | | FY21 Rollforward Operating Budget Templates from APB Released | IRA Applications Due for FY21 |
| | TBD | FY21 Draft Budgets Prepared and Released to SRPC for Input | | |
| | TBD | CSU Systemwide FY21 "Prelim Budget Allocations" Released | | |
| April 2020 | 3 | | FY21 Rollforward Operating Budget Templates Due to APB for Review | |
| | TBD | Final FY21 Budget Recommendations Given to President | | |
| | TBD | FY21 Budget Data Entry Opens in Hyperion | Analysts Begin Entering FY21 Rollforward Operating Budgets in Hyperion | |
| May 2020 | 1 | Governor Releases "May Revise" for FY21 Budget | FY21 Rollforward Operating Budgets Must be Entered in Hyperion | |
| | 4 | | APB Verifies and Reviews FY21 Rollforward Operating Budgets Before Hyperion Closes | |
| | TBD | FY21 Budget Data Entry Closes in Hyperion | | |

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|-----------|-----|---|---|---|
| | | | Planning Activities / Events | |
| June 2020 | 1 | | | Category III Student Course Fee Notification of Approval for Fall 2021 Released |
| | 30 | Governor Approves and Signs Final FY21 Budget | | |
| July 2020 | TBD | CSU Systemwide FY21 "Final Budget Allocations" Released | | |
| | TBD | President Approves FY21 Final Budget | APB Releases FY21 Budget Allocation Memo to Deans | |
| | 31 | | | IRA Notification of Approval for FY21 Applications Released |
| | 31 | | | MSFT Notification of Approval for FY21 Applications Released |

TBD = Exact Date To Be Determined

Useful Websites

AABAC Website = <https://www.csuci.edu/apb/budgetcommittee.htm>
BFA Budget & Planning Calendars = <https://www.csuci.edu/budget/calendar/index.htm>
Budget Instructions and Templates for FY21 = <https://www.csuci.edu/budget/budget-updates.htm>
CSU Budget Office Coded Budget Memos = <https://www2.calstate.edu/csu-system/about-the-csu/budget/Pages/coded-memos.aspx>
IRA Website = <https://www.csuci.edu/apb/ira/>
MSFT Website = <https://www.csuci.edu/apb/msft/>
SFAC Website = <https://www.csuci.edu/sfc/sfac.htm>
SRPC Website = <https://www.csuci.edu/strategic-resource-planning/>
Student Fee Committees Website = <https://www.csuci.edu/sfc/index.htm>

Acronyms

APB = Academic Planning & Budgeting within the Office of the Provost
AABAC = Academic Affairs Budget Advisory Committee
B&P = Office of Budget & Planning within Business & Financial Affairs
Cabinet = CSUCI President, Provost, and Vice Presidents
FPC = Fiscal Policies Committee of the CSUCI Academic Senate
IRA = Instructionally Related Activities Fee (Category II Student Fee)
MSFT = Materials, Services, Facilities, and Technology Fee (Category II Student Fee)
SFAC = Student Fee Advisory Committee
SRPC = Strategic Resource Planning Committee

Definitions

Category III Student Fees = Fees for course related materials and services used in concert with academic course offerings (Regular Course Fees > or < \$150 and Field Trip Course Fees > or < \$3,000)
Data Warehouse = Web-based platform used by CSUCI to "view" actual and budget transactions
Hyperion = The web-based financial management software used by CSUCI to enter operating budgets, which then load into PeopleSoft
PeopleSoft = The Enterprise Resource Planning (ERP) software used by CSUCI to "record" actual and budget transactions