

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			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	13			IRA Application Portal Opens for Spring 2020 and FY21 Submissions
	24	SRPC Meeting to Launch FY21 Budget Cycle		
	27			Category III Student Course Fee Proposals Due for Spring 2020
October 2019	TBD	Campus Budget Instructions/Templates Released for FY21		
	6			IRA Applications Due for Spring 2020
	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 Submissions	
	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 Submissions	
	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	
	13			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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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/csuc-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