

Clemson University
TENTATIVE Budget Office Timeline
 As of November 23, 2020

Legend

	Revenue Allocation
	University Budget Development
	State Reporting/Budget
	Budget Office Activity
	BOT Meetings

Month	Date	Day	Year	Event
July	17	Fri	2020	Process Preliminary FY2019-20 Summer 1 & 2 Student Fee Revenue Allocations
July	23-24	Thu - Fri	2020	Board of Trustees (BOT) Meeting
July	31	Fri	2020	Process Vending Committee allocations
August	3	Mon	2020	CHE Report 100 - Tuition and Fee Report & Mitigation Report
August	28	Fri	2020	Process F&A allocations
August	28	Fri	2020	Process Final FY2019-20 & FY2020-21 Summer 1 & 2 Student Fee Revenue Allocations
September	1	Tues	2020	117.73 Proviso Fines & Fees Report
September	15	Tue	2020	Accountability Report - State
September	25	Fri	2020	FY 2021-22 Governor's Budget Due
October	1	Thur.	2020	Proviso 3.1 Lottery Funds Monitoring Process Letter
October	1	Thur.	2020	Proviso 3.5 CHE Report (if given) resources for Technology allocation
October	9	Fri	2020	Prelim Fund Balance/Performance Credit Reports (updated for FY2019-20)
October	16	Fri	2020	Distribute Fringe Impact Allocation
October	21	Wed	2020	Governor's Budget - Detail Requests Entry
October	22-23	Thu - Fri	2020	Board of Trustees (BOT) Meeting
October	30	Fri	2020	Academic Endowment Incentive (AA - Alice Evatt)
October	30	Fri	2020	Distribute Final Fund Balance/Performance Credit Reports (updated for FY2019-20)
November	1/2	Mon	2020	Proviso 11.15 Abatement Report Submission
November	1/2	Mon	2020	Proviso 11.16 Outstanding Institutional Debt
November	4	Wed	2020	Three Year General Fund Outlook
November	6	Fri	2020	Other Funds Survey & Fiscal Year Expenditure Actuals
December	1	Tue	2020	Execute Load Cash Transfers
December	15	Tue	2020	Departmental Reorganizations Due to Budget Office
December	15	Tue	2020	Permanent Amendments Due to Budget Office
December	28	Mon	2020	Compensation Planning available in Hyperion
December	28	Mon	2020	FY2021-22 Non-Compensation Budget Development in Hyperion is available
January	4	Mon	2021	Call for Student Fees is sent out
January	4	Mon	2021	Student Fee Submission Begins
January	6	Wed	2021	FY22 State Budget - House Ways & Means Committee Presentation
January	11-14	Mon-Thu	2021	HCP Training -- TBD times and places
January	18	Mon	2021	FY2021-22 All Funds Sheets Distributed to Budget Centers
January	18-29	Mon-Fri	2021	Budget Development Training -- TBD times and places
January	22	Fri	2021	Process Fall Student Fee Revenue Allocations
January	11-29	Mon-Fri	2021	Coordinate Restricted Endowments/Gifts Review with Budget Centers
February	4-5	Thu - Fri	2021	Board of Trustees (BOT) Meeting
February	5	Fri	2021	Student Fee Submissions Due
February	7-12	Mon - Fri	2021	Coordinate Student Fee Committee Review Schedule
February	15	Mon	2021	Federal Project Reviews (Tracy Walters - Sponsored)
February	15-26	Mon - Thu	2021	Fee Committee Review of Fee Requests
February	1-26	Mon-Fri	2021	Conduct Restricted Endowments/Gifts Review with Budget Centers
February/Mar.	28/1	Mon	2021	117.33 Proviso - Debt Collection Reports (Accounts Receivable)
March	15	Mon	2021	TENTATIVE - Present FY2021-22 Student Fee Requests to Executive Leadership Team (ELT)
March	16-19	Tue - Fri	2021	Student Fee Reconciliation
March	22-26	Mon-Fri	2021	Prepare Student Fee Materials for BOT
March	1-26	Mon-Fri	2021	Conduct Restricted Endowments/Gifts Review with Budget Centers
April	2	Fri	2021	FY2021-22 Budgets Due (All Funds Templates Submitted to Budget Office)
April	5-30	Mon-Fri	2021	Budget Office Conducts Analytical Reviews of Submitted Budgets with Budget Center Business Officers
April	22-23	Thu - Fri	2021	Board of Trustees (BOT) Meeting
April	26	Mon	2021	Convene Vending Committee

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May	3-14		2021	Budget Load for Unrestricted Funds, Restricted Funds, and Related Organizations
May	12-14	Wed - Fri	2021	Ensure Budget Load is Complete, Correct, Balanced
May	17-21	Mon - Fri	2021	Prepare Budget Document Analytical Files
May	25	Tue	2021	Process Spring Student Fee Revenue Allocations
May	24-28		2021	Budget Document Completed
June	1-5	Mon - Fri	2021	Board of Trustees Preparations
July	16	Fri	2021	Process Preliminary FY2020-21 Summer 1 & 2 Student Fee Revenue Allocations
July	15-18	Thu - Sun	2021	Board of Trustees (BOT) Meeting
July	28	Wed	2021	Process Vending Committee allocations