

Budget Timeline

		July - September	October - November	December - January	February	March - May	June - Year End
Prior Year	CSU	Reviews campus actual data and puts together systemwide submittal of CSU actual PY expenditures.			Reviews campus cash balances in PY and PPY for potential reallocation to the C.O.		
	CSUB	Campus is completing PY and submitting detailed actuals to the C.O.(FIRMS).	Campus prior year actuals are distributed to Cabinet members. Preliminary preparation of next year's budget is prepared based on prior year actuals and new adjustments from new information gathered.	Monitor Cash flow of PY and PPY to insure expenditures are transferred and prior year cleaned up to avoid C.O. taking back excess carry forward funds.		Monitor Cash flow of PY and PPY to insure expenditures are transferred and prior year cleaned up to avoid C.O. taking back excess carry forward funds.	
Current Year	CSU	Submits final CY Budget letter to campuses.	Provides the campus with additional allocation orders.	Request campus Mid Year reports to be completed by February/March timeframe. Review tax year revenues to insure no major issues that could potential effect the CSU funding.	Provides the campus with additional allocation orders or deallocations if necessary or applicable.	Reviews campus Mid Year reports to insure no potential shortfalls.	Requires current year actual data is submitted to the C.O. in FIRMS format by July 31.
	CSUB	Campus submits FIRMS for CY budget to C.O. Campus posts final budget for CY.	Continually processing additional allocation orders from the Chancellor's Office. Submit quarterly campus FIRMS reports.	Conducting campus Mid Year Reports for CY. Begin hearing about potential current year adjustments based on tax revenues hitting significantly below target or unusual expenditure issues.	Submit Quarterly FIRMS report. Post additional allocation orders from the C.O.	Submit campus Mid Year report to the Chancellor's Office. Prepare and submit quarterly FIRMS.	Close out the current fiscal year. Accrue payroll and expenditures anticipated to be received by July 31st.
Next Year	CSU	System Budget Advisory Consultation and Executive Council Policy Retreat to be included in the Trustee's Next Year Budget.	CSU receives campus enrollment targets, consults with campus presidents and presents CSU proposed Next Year Budget to the Trustees.	Trustees adopt CSU proposal and produce the CSU Trustee next year Support Budget request and send it to the DOF(Governor's office). DOF makes recommendations and sends forward a proposed Governor's Budget in early January to the Legislature.	Governor's Budget submitted to the Legislature who sends it to the Legislative Analyst for review and recommendations. CSU grants approval to the campus of Enrollment target of FTE to be funded in the FY next year's budget.	CSU involved in Legislative Budget hearings. Governor's May revisions of the January budget proposal is incorporated into the CSU budget proposal.	May revision of January Budget submittal, including all information, leads to an approved Enacted Budget from the Legislature which is forwarded to the Governor for his signature. Governor can not increase this budget but can decrease by blue lining items. Once Governor signs and approves it becomes the state adopted Final Budget. Preferably completed by July 1st (it has been as late as October).
	CSUB	Governor's Final Budget is signed. The President and Cabinet incorporate any adjustments and a final Governor's budget allocation by Cabinet member is distributed. President approves final budget allocations and distributes to appropriate personnel. Cabinet Members make final allocations to departments and submit detail department allocations to the Budget Office for use in submittal to the Chancellor's Office (FIRMS). Budget Office submits Final Budget in FIRMS format and allocations are posted to campus accounts.	Submit FTE projections for next year to the CSU Planning Office.		CSU Support Budget is issued (CSU request to the legislature). Chancellor's Office issues budget letter indicating anticipated amounts of new allocations or proposed budget reductions for each campus. Develop preliminary estimate of campus allocation and Cabinet discuss implications of allocations/reductions. Cabinet develops a list of proposed campus-wide priorities for use of new allocations or budget reductions. Proposed campus-wide priorities are discussed with the school deans, other campus managers, the Academic Senate and ASI officers. Cabinet discusses feedback regarding proposed campus-wide priorities and the implications for each administrative area.	Governor's/Preliminary Budget is distributed to President, Cabinet and Budget Advisory Committee. Cabinet members submit request for budget funding to the President. President discusses proposed budgets with each Cabinet Officer-stating desired changes, if any. Budget Office finalizes known requirements/adjustments including fee estimates, FTE shortfalls, and institutional expenses based on Governor's Budget. Cabinet discusses each officer's proposed budget and determines final recommended budget. Budget Office prepares detailed preliminary Cabinet budgets from President's final recommendations.	President accepts and approves preliminary Cabinet budgets and shares information with Budget Advisory Committee. Budget Advisory makes its recommendations to the President.