

**UNIVERSITY OF ROCHESTER  
OFFICE OF BUDGETS AND PLANNING  
FY 2021 PLANNING CALENDAR**

DATE	ACTION
<b>2019</b>	
<b>October 2019</b>	
September 25th	Benefit Budget Requests Issued
October 1st	Axiom Budget System rolled to FY2021
October 1st	Update Axiom with FY20 Sept FYTD Payroll Actuals
October 2nd	Effort Study Requests Issued
October 10th	Update Axiom with FY20 Sept FYTD Actuals (UR Financials)
October 15th	Update Axiom Labor Distribution (HRMS) for the Benefits Cost Centers
October 15th	Update Axiom with FY20 Sept FYTD Actuals Post Close Adjustments (UR Financials)
October 15th	Preliminary Budget Development/Planning Factors
<b>October 16th</b>	Axiom open for Benefits
October 23rd	Updates to quarterly gift additions to endowment requests issued
October 25th	Benefit Budgets Due
October 31st	Update Axiom Labor Distribution (HRMS) - CM010, CM020, CM080
October 31st	Update Axiom with FY20 Sept YTD Actuals Post Close Adjustments #2
<b>November 2019</b>	
<b>November 1st</b>	<b>Axiom open for FY21 for Central, Health Sciences, River Campus departments</b>
November 4nd	Effort Studies Due
November 6th	Central Allocations 5 yr Forecast/Assumptions Updated
November 11th	Update/Review Allocation Bases for FY21
November 13th	Central Admin Operating Budget Guidelines and Packages Distributed
November 14th	FY21 Preliminary Benefit Budget (no rates) Review Meeting
November 18th	Division Budget Guidelines and Templates Distributed ( <i>incl non-routine capital</i> )
November 25th	Division Salary Projections FY20/FY21 Due for Benefits Budget
<b>December 2019</b>	
December	Preliminary Division Budget Meetings with President #1
December 2nd	Updates to quarterly gift additions to endowment due (only as required)
December 6th	Capital Budget Guidelines and Packages Distributed
December 10th	FY21 Preliminary Benefit Budget and Rates Review
December 13th	Update Axiom Labor Distribution (HRMS) - CM040, CM050, CM060, CM090, CM091, CM092
December 18th	Update Axiom with FY20 Nov FYTD Actuals (UR Financials, HRMS)
December 18th	<b>FY21 Provider Files Open to departments</b>
December 20th	FY21 Benefit Rates and Wage/Salary Guidelines Issued
December 20th	FY21 Benefit Rates submitted to Government for Approval
<b>2020</b>	
<b>January 2020</b>	
January 1st	Update Axiom with FY20 Dec FYTD Payroll Actuals
January 1st	Update Axiom Labor Distribution (HRMS) - CM021, CM022, CM023, CM024, CM030, CM070
<b>January 6th</b>	<b>Health Sciences Division Operating Budgets Due</b>
January 2nd - 13th	President's Office, Provost's Office, Sr VP&CFO Budget Review Meetings
January 3rd - 15th	FY21 Facilities/Utilities Budget review meetings
January 10th	Update Axiom with FY20 Dec FYTD Actuals (UR Financials)
<b>January 13th</b>	<b>Central Admin and River Campus Operating Budgets Due</b>
<b>January 13th</b>	<b>Axiom open for FY21 for all divisions: AS&amp;E, SBS, WSE, ESM, SMD ,SMH, SON, MAG, URMFG and EIOH departments</b>
<b>January 22nd</b>	<b>Tuition Recommendations Due</b>
January 23rd	Update Axiom with FY20 Dec FYTD Actuals Post Close Adjustments (UR Financials)
<b>January 27th</b>	<b>Capital Budgets Due</b>
January 31st	Finance releases Dec 31, 2019 market values, data available in FUNDRIVER
<b>February 2020</b>	
February 5th	Central Allocations Review with President Meeting #1
February 14th	Final Endowment Modeling based on Dec 31 2019 market values
<b>February 20th Exec. Comm.</b>	<b>Presentation to Board of Trustees Executive Committee of Proposed Tuition, Room &amp; Board for approval</b>
February 26th	Endowment Budget Divisional Input Templates Distributed
February 28th	Preliminary Consolidated Capital Budget and Plan Available
February - March	Division Budget President's Review Meeting #2

<b>March 2020</b>	
<b>March 2nd</b>	<b>Department Budget Input Due in Axiom for all divisions</b>
March 2nd	Central Allocations Review with President Meeting #2
March 9th	Preliminary Central Allocations released to Companies after President's approval
<b>March 23rd</b>	<b>Division Finance Office Non-Plan File Endowment Budgets</b>
<b>March 27th</b>	<b>Division Finance Office Axiom Input Due including endowment budgets (with FAC and Spread) due to Budget Office</b>
<b>March 27th</b>	FY21 Division Budget Complete for Board of Trustees Reports
<b>April 2020</b>	
April	Medical Center Budget Hearings
<b>April 24th (TBD)</b>	<b>Review of Proposed Capital and Operating Budgets by Strategic and Financial Planning Committee</b>
<b>May 2020</b>	
May 1st	Mailing date for Board of Trustees Budget Information
<b>May 5th (TBD)</b>	<b>Review of Proposed Capital Budget by Facilities Committee</b>
<b>May 5th (TBD)</b>	<b>Review of Proposed Capital and Operating Budgets by Faculty Budget Committee</b>
<b>May 14th-15th BOT Meeting</b>	<b>Approval of Final Capital and Operating Budgets by Board of Trustees</b>
May 21st	FY20 Budget Approval Letters Distributed
May 26th	Recurring Entry (SME/Prorate) Update Requests Sent
May 29th	Approved Capital Budget Letters Distributed
May 29th	Medical Center Budgets Finalized
<b>June 2020</b>	
June 15th	Recurring Entry (SME/Prorate) Updates Due
June 26th (TBD)	Medical Center Board approves clinical budgets and reviews academic budgets
<b>June 30th</b>	<b>Academic Division Budget Complete in UR Budget for FY21</b>
<b>July 31st</b>	<b>All Division Budget Complete in UR Budget for FY21 load to UR Financials</b>