

The University of Tennessee at Chattanooga
Budget Planning Process Timeline
FY 2020-21

August 2019 (Late)	Preliminary FY 2019 year-end financial report sent to the Executive Vice Chancellor for Administration and Finance.
September 10, 2019	Final FY 2019 year-end financial report presented to the Chancellor.
October 2019	Budget and Finance office will work with each major division on the following: <ol style="list-style-type: none">1) Funding request ranges2) Request templates3) “Soar in Four” funding timeline
October 2019	Campus departments begin their internal budget planning process by establishing priorities for FY 2021. All requests should be aligned with the institutional strategic plan and established priorities.
November 2019	Campus department heads work together with their respective dean or division head to develop budget priorities. Division budget managers will aggregate and prepare a collective budget request for their division.
November 21, 2019	UPRAC meeting consisting of: <ol style="list-style-type: none">1) FY 2019 year-end financial report2) FY 2021 projected revenue3) FY 2021 projected fixed costs4) FY 2021 budget priorities discussion
Nov./Dec. 2019	“Conversations with the Colleges” – Chancellor, Provost, Executive Vice Chancellor, Vice Chancellor for Research and Dean of the Graduate School, and Budget team meet with each Academic Dean individually to discuss his or her college’s current status, priorities going forward, “Soar in Four” funding, and future vision of the college. Meetings will be conversations only with no prepared presentations.
November 2019 (late)	Chancellor finalizes “Soar in Four” budget for FY 2021.

December 2019	Vice Chancellors, working with their budget managers, finalize and approve their division budget request.
January 10, 2020	Division budget requests submitted to the Budget and Finance Office.
January 2020 (late)	State of Tennessee Governor's budget released.
February 2020 (mid)	Executive Leadership Team meets to prioritize proposed budget investment requests to share with UPRAC.
February 2020 (late)	UPRAC meets to discuss proposed budget, as proposed by Vice Chancellors; and provides input.
March 2020 (early)	Chancellor finalizes proposed budget and shares with the Executive Leadership Team.
April 2020	UT System to Campus visit to present proposed budget.
April 2020	Chancellor hosts town hall meeting to share proposed budget with campus.
May 2020	Campus Advisory Board meets to review and recommend proposed budget.
June 26, 2020	UT Board of Trustees meets to approve proposed budget.