

**The University of Tennessee at Chattanooga**  
**Budget Planning Process Timeline**  
**FY 2021-22**

August 2020 (Late)	Preliminary FY 2020 year-end financial report sent to the Executive Vice Chancellor for Administration and Finance.
September 14, 2020	Final FY 2020 year-end financial report presented to the Chancellor.
October 2020	Budget and Finance office will work with each major division on the following: <ol style="list-style-type: none"><li>1) Funding request ranges</li><li>2) Request templates</li><li>3) “Soar in Four” funding timeline</li></ol>
October 2020	Campus departments begin their internal budget planning process by establishing priorities for FY 2022. All requests should be aligned with the institutional strategic plan and established priorities.
November 2020	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 2020	UPRAC meeting consisting of: <ol style="list-style-type: none"><li>1) FY 2020 year-end financial report</li><li>2) FY 2022 projected revenue</li><li>3) FY 2022 projected fixed costs</li><li>4) FY 2022 budget priorities discussion</li></ol>
Nov./Dec. 2020	“Conversations with the Colleges” – Chancellor, Provost, Executive Vice Chancellor, Vice Chancellor for Enrollment Management and Student Affairs, 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.

December 2020	Vice Chancellors, working with their budget managers, finalize and approve their division budget request.
December 2020 (mid)	Chancellor finalizes “Soar in Four” budget for FY 2022.
January 15, 2021	Division budget requests submitted to the Budget and Finance Office.
January 2021 (late)	State of Tennessee Governor’s budget released.
February 2021 (mid)	Executive Leadership Team meets to prioritize proposed budget investment requests to share with UPRAC.
February 2021 (late)	UPRAC meets to discuss proposed budget, as proposed by Vice Chancellors; and provides input.
March 2021 (early)	Chancellor finalizes proposed budget and shares with the Executive Leadership Team.
April 2021	UT System to Campus visit to present proposed budget.
April 2021	Chancellor hosts town hall meeting to share proposed budget with campus.
May 2021	Campus Advisory Board meets to review and recommend proposed budget.
June 2021 (late)	UT Board of Trustees meets to approve proposed budget.