



## Important Dates - Budget, Planning & Finance

Month	Dates	Description of Activities
May^		<ul style="list-style-type: none"> <li>Meeting with Budget, Planning &amp; Finance Financial Officer and Assistant Director, Academic Financial Operations, to review Funding Summary</li> </ul>
May^	31ST	<ul style="list-style-type: none"> <li>PTR point results to Assistant Director, Academic Financial Operations, Budget, Planning &amp; Finance (as per notice from Dean's Office).</li> <li>Dean's Excellence/Small Group award nominations are due to Dean's Office.</li> </ul>
	#	<ul style="list-style-type: none"> <li>Final PTR/Merit award distribution and histograms (to include Excellence/Small Group allocations and Chair's decisions) circulated to departments by Business Services.</li> </ul>
	#	<ul style="list-style-type: none"> <li>Chairs to notify faculty members of their performance assessments and PTR/Merit decisions/awards prior to July 1st.</li> </ul>
	#	<ul style="list-style-type: none"> <li>Business Officers are required to complete an Annual Administrative Accountability Report Form which provides an overview of important policy topics and key items to address and should be provided to the senior administrator one level up by June 30th each year.</li> </ul>
July^	#	<ul style="list-style-type: none"> <li>Departments to provide Dean's Office with PTR letter and CVs for all continuing faculty.</li> </ul>
August^	-	<ul style="list-style-type: none"> <li>Registrar's Office sends request to departments regarding significant changes in enrolment.</li> </ul>
	6th	<ul style="list-style-type: none"> <li>Sessional Lecturer funding request to Budget, Planning &amp; Finance.</li> </ul>
	*	<ul style="list-style-type: none"> <li>Forecast as at July 31 - Operating and Summer Accounts -not due to Budget, Planning &amp; Finance for July 31, 2021 due to Covid</li> </ul>
	23rd	<ul style="list-style-type: none"> <li>Registrar's Office sends second wave report/request, if any.</li> </ul>
September^		
October^		
November^	*	<ul style="list-style-type: none"> <li>Forecast as at October 31 -Operating and TA Accounts - due to Budget, Planning &amp; Finance.</li> </ul>
	26th	<ul style="list-style-type: none"> <li>Payroll errors and corrections sent to HR before December pay close.</li> </ul>
December^		
January^	17th	<ul style="list-style-type: none"> <li>Receive letter re next year budget discussion meeting with the Assistant Director, Academic Financial Operations and Financial Officer, both from Budget, Planning &amp; Finance.</li> </ul>
	17th Jan. - 11th Mar.	<ul style="list-style-type: none"> <li>Draft budgets distributed to Business Officer &amp; Chair by Budget, Planning &amp; Finance, feedback to Budget, Planning &amp; Finance within 8 business days of distribution.</li> </ul>
	28th Jan - 25th Feb.	<ul style="list-style-type: none"> <li>Schedule budget meeting with Chair/Admin co-ord/Business Officer/Financial Officer and Assistant Director, Academic Financial Operations if necessary.</li> </ul>
February^	*	<ul style="list-style-type: none"> <li>Forecast as at January 31 - Operating and TA Accounts - due to Budget, Planning &amp; Finance.</li> </ul>
	28th Jan - 25th Feb.	<ul style="list-style-type: none"> <li>Schedule budget meeting with Chair/Admin co-ord/Business Officer/Financial Officer and Assistant Director, Academic Financial Operations.</li> </ul>
	17th Jan. - 11th Mar.	<ul style="list-style-type: none"> <li>Draft budgets distributed to Business Officer &amp; Chair by Budget, Planning &amp; Finance, feedback to Budget, Planning &amp; Finance within 8 business days of distribution.</li> </ul>
March^	17th Jan. - 11th Mar.	<ul style="list-style-type: none"> <li>Draft budgets distributed to Business Officer &amp; Chair by Budget, Planning &amp; Finance, feedback to Budget, Planning &amp; Finance within 8 business days of distribution.</li> </ul>
April^	15th	<ul style="list-style-type: none"> <li>Advertising and Search Cost Recovery request - cutoff.</li> </ul>
	22nd - 7th May	<ul style="list-style-type: none"> <li>Receive next Fiscal Year Base Budget Files.</li> </ul>
	30th	<ul style="list-style-type: none"> <li>Autonomy funds brief report outlining initiatives pursued and their outcome to be submitted to the Dean</li> </ul>

### Notes\* - ^

- Departments are strongly encouraged to submit the forecast by the 7th working day from month-end
- The deadline to submit all forecasts is 10 business days following the month-end
- Business Officers with more than one department or other budgets to oversee are strongly encouraged to submit each forecast as they complete it, instead of submitting them all on the last day

# Timeline uncertain due to UTFA negotiations