Cleveland State University
FY2023 Budget Calendar

Step	Task	Lead	Start	End	Work Days
Step 1	Run Department Report: -Review Budget to Actual and investigate large variances -Send any corrections to Controller's Office -Last day for FY22 PERM Budget transfers (BTR) 2/28/22 -Identify existing resources including available gift/grant/endowment for reallocation		15-Feb	28-Feb	10
Step 2	Dean and VP's develop metrics to measure department success in relation to CSU 2.0		1-Mar	15-Mar	11
Step 3	Prepare an Executive Summary describing how FY2022 budget was used in support of CSU 2.0.		21-Mar	1-Apr	10
Step 4	Budget Build Spreadsheets on the budgetbld (\\vike) (S) shared drive: -Review of Employees on Payroll and Position Budget *Completed FY2023 Budget Build Spreadsheet should be saved on the 'S' shared drive.* *The FY2022 Executive Summary should be emailed to budgetoffice_btr@csuohio.edu by April 8, 2022.*		21-Mar	8-Apr	10
	FY2023 Executive Summary of Strategic Initiative Request CSU 2.0 Strategic Initiative Planning Spreadsheet: -Personnel requests -Supply and expense -Technology -Minor renovations *FY2023 Executive Summary and Strategic Initiative Spreadsheet should be emailed to budgetoffice_btr@csuohio.edu by April 6, 2022.*		21-Mar	6-Apr	13
Step 5	Dean and VP budget review sessions with Provost and Senior VP of Business Affairs & CFO.		11-Apr	15-Apr	5
Step 6	Provost assigns priority code to each academic strategic initiative.		18-Apr	19-Apr	2
Step 7	Executive Team review of strategic initiatives.		25-Apr	29-Apr	5
Step 8	Executive Team balance budget by allocating available resources based on institutional priorities.		4-May	13-May	8