

2021/22 MID-YEAR GUIDELINES

Mid-Year Review Timeline

Task Description	Date	Responsibility
Mid-year guidelines distributed to campus reps - posted to the web	December 15	Budget Office
Mid-year Training	Week of January 10	Budget Office
December 2021 financial close	January 14 (approx.)	Fiscal Services
One-on-one assistance	December 15 – February 14	Budget Office
Mid-year analysis performed	January 14 (approx.) - February 14	Budget Office & Divisions
Mid-year reports submitted to Budget Office	February 14 COB	Divisions
Mid-year reports reviewed	February 14 – February 21	Budget Office
Comprehensive mid-year report reviewed	February 21 (approx.)	AVP, BFS and VP, FAS
Comprehensive Mid-Year report submitted to the President	Meeting TBD	Budget Office