

# Budget 2020-21 - Timeline

| Phase  | Task                 | Owner              | Finance Support                  | Start Date           | End Date              | Duration |
|--|----------------------|--------------------|----------------------------------|----------------------|-----------------------|----------|
| <b>Leadership Budget Kick-off Meeting: January 8<sup>th</sup></b>      |                      |                    |                                  |                      |                       |          |
| Working Version  | Account Budget Entry | Account Holder     | Financial Analyst<br>Chloe Zhang | Jan.1 <sup>st</sup>  | Jan.31 <sup>st</sup>  | 1 month  |
| <b>Very Last Day for Account Holder Entry: January 31<sup>th</sup></b> |                      |                    |                                  |                      |                       |          |
| Division Version   | Division Review      | ALD                | Gina Yao<br>Chloe Zhang          | Feb.1 <sup>st</sup>  | Feb.21 <sup>st</sup>  | 3 weeks  |
| <b>Last day for ALD Entry: Feb 21<sup>st</sup></b>                     |                      |                    |                                  |                      |                       |          |
| Review and Adjustment  |                      | CFO, ALD, Director |                                  | Feb.24 <sup>th</sup> | Mar. 13 <sup>th</sup> | 3 weeks  |
| <b>Adjustments end: March 13<sup>th</sup></b>                          |                      |                    |                                  |                      |                       |          |
| Final Version  | Finalize             | CFO, Director      |                                  | Mar.16 <sup>th</sup> | Mar. 20 <sup>th</sup> | 1 week   |


# Budget 2020-21 – Timeline and Support


2020


| January |      |      |    |      |      |    |
|---------|------|------|----|------|------|----|
| Su      | Mo   | Tu   | We | Th   | Fr   | Sa |
|         |      |      | 1  | 2    | 3    | 4  |
| 5       | 6    | 7    | 8  | 9    | 10   | 11 |
| 12      | 13   | 14   | 15 | 16   | 17   | 18 |
| 19      | 20   | 21   | 22 | ▶ 23 | ▶ 24 | 25 |
| 26      | ▶ 27 | ▶ 28 | 29 | 30   | 31   |    |


| February |    |      |      |      |      |    |
|----------|----|------|------|------|------|----|
| Su       | Mo | Tu   | We   | Th   | Fr   | Sa |
|          |    |      |      |      |      | 1  |
| 2        | 3  | 4    | 5    | 6    | 7    | 8  |
| 9        | 10 | ▶ 11 | ▶ 12 | ▶ 13 | ▶ 14 | 15 |
| 16       | 17 | 18   | 19   | 20   | 21   | 22 |
| 23       | 24 | 25   | 26   | 27   | 28   | 29 |


| March |    |    |    |    |    |    |
|-------|----|----|----|----|----|----|
| Su    | Mo | Tu | We | Th | Fr | Sa |
| 1     | 2  | 3  | 4  | 5  | 6  | 7  |
| 8     | 9  | 10 | 11 | 12 | 13 | 14 |
| 15    | 16 | 17 | 18 | 19 | 20 | 21 |
| 22    | 23 | 24 | 25 | 26 | 27 | 28 |
| 29    | 30 | 31 |    |    |    |    |

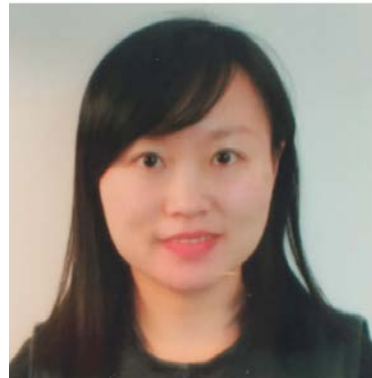
 Working Version

 Division Version

 Review and Adjustment

 Final Version

 One-on-One Finance Support dates



**Support is available!**

Contact [Chloe Zhang](#) anytime or sign up for a half-hour 1:1 support session. Sign-up sheets are in the Business Office.