Florida Atlantic Univeristy
Budget Calendar Fiscal Year 2021-2022

BUDGET OFFICE

	Target Start Date	Completed
July		
• *Independence Day – FAU Offices Closed*	*07/05/2021*	
• **Last day for FY21 Budget Amendments**	07/07/2021	
• **Budget Office to send out FY21 CF True-Up and FY22 CF Spending Plan to departments for completion**	07/30/2021	
August		
• **Budget Office to start preparing FY21 End of Year Board of Trustees Presentation**	08/02/2021	
• **Budget Office to roll FY21 available balances for Tech Fee projects to FY22**	08/16/2021	
• **State Salary Category Detail File Submission**	08/20/2021	
• **State Operating Budget File Submission**	08/20/2021	
• **Departments to submit FY21 CF True-Up and FY22 CF Spending Plan to Budget Office**	08/27/2021	
• **Budget Office to send Auxiliary Year-End File for Explanations**	08/27/2021	
September		
• *Labor Day – FAU Offices Closed*	*09/06/2021*	
• **FY22 Carryforward spending plan to BOT for Approval (Present to ELT)**	09/10/2021	
• **Budget Office to present FY21 Carryforward Spending Plan True-Up to BOT (Present to ELT)**	09/10/2021	
• **BOT Retreat**	09/13/2021	
• **Deadline for departments to return Auxiliary Year-End Explanations**	09/27/2021	
October		
• **Budget Office to submit FY21 End of Year Board of Trustees Presentation**	10/01/2021	
• **Budget Office to submit FY22 Q1 Board of Trustees Presentation**	10/01/2021	
• **Budget Office to send Q1 Auxiliary review file to departments**	10/15/2021	
• **Expenditure Analysis File Submission**	10/29/2021	
• **FY23 ready with integration setup in Adaptive**	10/30/2021	
November		
• **Budget Office to begin updating training materials**	11/01/2021	
• *Veterans Day - FAU Offices Closed*	*11/11/2021*	
• **Budget Office to send E&G budget targets to VP areas**	11/15/2021	
• **Send Business Managers request to review role access to Adaptive Insights**	11/15/2021	
• **New Strategic Initiatives Form released in Workday**	11/15/2021	
• **Departments to submit Q1 Auxiliary review file**	11/15/2021	
• **BOT Retreat**	11/16/2021	

• State University Employee/OPS File Submission	11/19/2021	
• Send Business Managers positions to verify costing allocations	11/22/2021	
• *Thanksgiving Day & Day after Thanksgiving Day – FAU Offices Closed*	*11/25/2021 & 11/26/2021*	
• Budget Office to complete Adaptive updates and validation	11/30/21	
December		
• ELT Kick Off Meeting for Budget Process FY23	12/01/2021	
• ELT to review Preliminary Performance Funding Distribution for FY23	12/01/2021	
• Deadline for Business Managers to submit Adaptive Insights role access	12/01/2021	
• Budget Office to complete updates to training materials/job aids	12/15/2021	
• Budget Office to send out Adaptive training for new employees and lab schedules for FY23 budget construction	12/15/2021	
• Deadline for New Strategic Initiatives Request Form submitted in Workday	12/17/2021	
• Deadline for VP areas to submit E&G budget target realignment requests	12/17/2021	
• Technology Fee Meeting with OIT	TBD	
• *Winter Break Schedule – FAU Offices Closed*	*12/24/2021 – 12/31/2021*	
January		
• State Category File Submission	01/07/2022	
• Budget Office to submit FY22 Q2 Board of Trustees Presentation	01/07/2022	
• Deadline for Business Managers to review positions costing allocations	01/07/2022	
• Budget Office to submit Q2 Auxiliary review	01/10/2022	
• Budget Office to submit proposed Strategic Initiative requests and prepare presentation for ELT	01/10/2022	
• Budget Office to present to ELT E&G Targets	01/10/2022	
• ELT to review salary program, fringe rate, Auxiliary overhead rate, E&G targets, Strategic Initiatives project submitted	01/10/2022 - 01/13/2022	
• Budget Office to train FAU Community on the use of Adaptive (new users only)	01/10/2022 – 01/13/2022	
• Budget Office to update actual data, position data, OH rates, fringe rates and E&G targets in Adaptive for FY23	01/13/2022	
• Adaptive Budgeting Program opens to all units for FY2022-23 budget input.	01/14/2022	
• *Martin Luther King Day – FAU Offices Closed*	*01/17/2022*	
• Budget Office to hold Adaptive User Help Labs	01/19/2022 – 01/26/2022	
February		

	Date	
• Foundation office will send the approved budget to colleges to be entered in Adaptive	02/01/2022	
• Departments to submit Q2 Auxiliary review file	02/11/2022	
• Budget Office to schedule meetings with each VP area to review Carryforward/FCO and Auxiliary Budgets	02/11/2022 – 02/18/2022	
• Deadline for All units of Academic Affairs to submit Budgets for Provost Office to review	02/18/2022	
• Deadline for All VP Areas to submit Budgets	02/28/2022	
March		
• Budget Office to review Budget Submissions in Adaptive	03/01/2022 – 03/25/2022	
• Budget Office to present Budget to ELT	03/28/2022	
• Budget Office to load new Technology Fee Projects if needed	03/31/2022	
April		
• Budget Office starts Construction of BOT Materials	03/25/2022 - 04/01/2022	
• Budget Office to provide Brian Drewke FY2022-23 Board of Trustees Budget data for presentation	04/01/2022	
• Budget Office to submit FY22 Q3 Board of Trustees Presentation	04/01/2022	
• State University Employee/OPS File Submission	04/15/2022	
• Budget Office to submit Q3 Auxiliary review	04/15/2022	
• DSO Budgets Presented to Board of Directors	04/18/2022	
May		
• Departments to submit Q3 Auxiliary review file	05/16/2022	
• *Memorial Day - FAU Offices Closed*	*05/30/2022*	
June		
• Budget for FY2022-23 presented at Board of Trustees Meeting	06/01/2022	
• State Category Detail File Submission	06/17/2022	
• Budget Office Test and Upload FY23 Operating Budget to Workday	06/24/2022 – 07/01/2022	
Note – All dates are not confirmed, and some represent approximate schedules at this time.		