

**Florida Atlantic University
2010 – 11 Budget Construction Timetable
(Tentative)**

Mar. 12, 2010 Budget Office needs 2nd half of 2010 summer faculty position worksheet from Provost Office to be included in the budget construction worksheets

Mar. 25, 2010 Budget Office starts setting up Budget ID and Phases in Banner Budget Development and the consolidated budget worksheets

Mar. 29, 2010	Budget construction package is released to V.P. Areas /Colleges (U drive)
April 7, 2010	Auxiliary and other fund budgets are due to V.P./College business managers
April 16, 2010	Budget submission for V.P. Areas is due to Budget Office; College budget submission is due to Provost Office
April 23, 2010	Academic budget submission is due to Budget Office

April 21, 2010 Audit & Finance Committee

April 19 - May 7 Budget Office reviews all budget submissions

May 7, 2010 Budget Office prepares Operating Budget Summary Report

May 14, 2010 2010-11 Operating Budget Summaries (all funds) are due to Dorothy

May 26, 2010 Audit & Finance Committee and Full BOT Meeting

June 4, 2010 Budget Office uploads 2010-11 budgets to Banner Budget Development

June 11, 2010 Budget Office uploads positions to Banner HR

June 9, 2010 Audit & Finance Committee

June 23, 2010 Full BOT Meeting

June 29, 2010 Budget Office rolls 2010-11 Budgets to Operating Ledger in Banner Finance