

FLORIDA ATLANTIC UNIVERSITY

2007-2008 Education & General Operating Budget Construction Timetable

March 28, 2007	V.P. and College Budget Representative Session I - Budget development overview and special issues - BOT Room, 9:30 a.m.-11:00 a.m.
March to June 2007	President's Cabinet discussion of budget development issues
April 12, 2007	Initial revisions (Schedule III, transfers reviewed, etc.) due to the University Budget Office
April 23, 2007	Budget forms, instructions and personnel data available on "U" drive for Education and General Vice Presidents and College Business Managers
May 9, 2007	Completed initial budget forms and revisions to personnel data are to be returned to the University Budget Office by each V.P. area budget representative and College Business Managers
May 2007	Detailed budgets entered into Banner Finance System
May 31, 2007	Completed summaries provided to the President
June 20, 2007	FAU Board of Trustees – Finance & Audit Committee review/approval of all operating budgets
June 27, 2007	President's recommended budget submitted to Board of Trustees for approval
July 2-6, 2007	Entry of initial base budgets into the BANNER-FINANCE system
July 6, 2007	Authorized positions for 2006-2007 will be activated in the HRS system
July 2007	Addition of new issues and revisions to the original budget input into the BANNER-FINANCE system and the HRS system
August 15, 2007	Submit budgets to Board of Education
October 2007	Final approval of Educational & General budgets
October 2007	Initial budget authority which is made available on July 6, 2007 will be supplemented with the 2007-2008 budget authorized by FBOE