

Florida Atlantic University 2013-14 Budget Construction Timeline (Tentative)

Mar. 15, 2013 **Due Date** for Academic Affairs to submit 2013 Summer 2nd half Faculty Position Budget Worksheet to the University Budget Office to be included in the Budget Construction Worksheets

Mar. 25, 2013	The Budget Office releases 2013-14 Budget Construction Package to V.P. Areas in the budget office network “U” drive
April 3, 2013	<u>Due Date</u> for all areas to submit Auxiliary and other Non-E&G budget requests to the budget officer in each area to be included in the Consolidated Budget Request Worksheets
April 15, 2013	<u>Due Date</u> for V.P Areas to submit the Budget requests to the University Budget Office
April 19, 2013	<u>Due Date</u> for Academic Affairs to submit the budget requests to the University Budget Office

April 15 – May 3 The Budget Office reviews the budget request submissions from all units

May 7, 2013 Full BOT Meeting

May 10, 2013 The Budget Office prepares Operating Budget Summary Report

May 21, 2013 2013-14 Operating Budget Presentation is due

June 18, 2013 Audit & Finance Committee Meeting and Full BOT Meeting

June 25, 2013 The Budget Office uploads 2013-14 Operating Budgets to Banner Budget Development

June 26, 2013 The Budget Office uploads position budgets to Banner HR

June 27, 2013 The Budget Office rolls 2013-14 Operating Budget to the Operating Ledger in Banner Finance