

Florida Atlantic University
2009 – 10 Budget Construction Timetable

Mar. 16, 2009 Budget Office needs 2nd half of 2009 summer faculty position worksheet from Provost Office to be included in the budget construction worksheets

Mar. 18, 2009 Budget Office starts setting up Budget ID and Phases in Banner Budget Development and the consolidated budget worksheets

Mar. 30, 2009	Budget construction package is released to V.P. Areas /Colleges (Network U drive)
April 8, 2009	Auxiliary and other fund budgets are due to V.P./College business managers
April 17, 2009	Budget submission for V.P. Areas is due to Budget Office; College budget submission is due to Provost Office
April 24, 2009	Academic budget submission is due to Budget Office

April 15, 2009 Audit & Finance Committee

April 20 - May 6 Budget Office reviews all budget submissions

May 7, 2009 Budget Office prepares Operating Budget Summary Report

May 14, 2009 2009-10 Operating Budget Summaries (all funds) are due to Dorothy

May 27, 2009 Full BOT Meeting

June 2, 2009 Budget Office uploads 2009-10 budgets to Banner Budget Development

June 9, 2009 Budget Office uploads positions to Banner HR

June 10, 2009 Audit & Finance Committee

June 24, 2009 Full BOT Meeting

June 29, 2009 Budget Office rolls 2009-10 Budgets to Operating Ledger in Banner Finance