

Florida Atlantic University 2010 – 11 Budget Construction Timetable

Mar. 12, 2010	Budget Office needs 2 nd 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 14, 2010	Audit & Finance Committee
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April 16 - May 7	Budget Office reviews all budget submissions
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May 7, 2010	Budget Office prepares Operating Budget Summary Report
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May 14, 2010	2009-10 Operating Budget Summaries (all funds) are due to Dorothy
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May 26, 2010	Full BOT Meeting
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June 4, 2010	Budget Office uploads 2009-10 budgets to Banner Budget Development
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June 9, 2010	Audit & Finance Committee
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June 14, 2010	Budget Office uploads positions to Banner HR
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June 23, 2010	Full BOT Meeting
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June 29, 2010	Budget Office rolls 2009-10 Budgets to Operating Ledger in Banner Finance
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