

## Florida Atlantic University 2012-13 Budget Construction Timeline

Mar. 12, 2012	The Colleges submit 2 <sup>nd</sup> half of 2012 Summer Faculty Position Budget Worksheet to the University Budget Office to be included in the Budget Construction Worksheets
Mar. 20, 2012	The Budget Office Starts setting up Budget ID and Phases in Banner Budget Development and the Consolidated Budget Worksheets
<b>Mar. 26, 2012</b>	<b>The Budget Office releases 2012-13 Budget Construction Package to V.P. Areas/Colleges in the network "U" drive</b>
<b>April 4, 2012</b>	<b>Auxiliary and other fund budgets are due to the V.P. Area/College Business Managers to be included in the Consolidated Budget Worksheets</b>
<b>April 13, 2012</b>	<b>Final Budget Submission is due to the University Budget Office</b>
April 16 – May 4	The Budget Office reviews all budget submissions from the units
April 19, 2012	Audit & Finance Committee Meeting
May 8, 2012	The Budget Office prepares Operating Budget Summary Report
May 18, 2012	2012-13 Operating Budget Summary Report is due
May 24, 2012	Full BOT Meeting
June 14, 2012	Audit & Finance Committee Meeting
June 21, 2012	Full BOT Meeting
June 25, 2012	The Budget Office uploads 2012-13 Operating Budgets to Banner Budget Development
June 26, 2012	The Budget Office uploads position budgets to Banner HR
June 29, 2012	The Budget Office rolls 2012-13 Operating Budget to the Operating Ledger in Banner Finance