

Florida Atlantic University 2015-16 Budget Construction Timeline (Tentative)

Mar. 6, 2015 **Due Date** for Academic Affairs to submit 2015 Summer 2nd half Faculty Position Budget Worksheet to the University Budget Office to be included in the Budget Construction Worksheets

Mar. 16, 2015	The Budget Office releases 2015-16 Budget Construction Package to V.P. Areas in the budget office network “U” drive
Mar. 23, 2015	<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 6, 2015	<u>Due Date</u> for V.P Areas to submit the Budget Requests to the University Budget Office
April 13, 2015	<u>Due Date</u> for Academic Affairs to submit the Budget Requests to the University Budget Office

April 14 – May 8 The Budget Office reviews the Budget Request submissions from all units

May 11, 2015 The Budget Office prepares Operating Budget Summary Report

May 25, 2015 The Budget Office completes 2015-16 Budget Presentation Report

June 9, 2015 Audit & Finance Committee Meeting

June 23, 2015 Full BOT Meeting

June 19, 2015 The Budget Office/OIT test to upload 2015-16 Position Budgets to Workday

July 2, 2015 The Budget Office/OIT upload 2015-16 Operating Budgets to Workday

July 2, 2015 2015-16 Operating Budget is available in Workday