

# Florida Atlantic University

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## Budget Calendar - Fiscal Year 2026-27

### July

- July 3 and July 6 - Independence Day Observed (University Closed)
- July 14 - Last Day for FY2025-26 Budget Amendments
- July 20-24 - Open Adaptive Fixed Capital Outlay Sheet for Departments to Complete
- July 24 - Process Casualty Premium Invoice for FY2026-27 Due to the State

### August

- Aug 3 - Budget Office performs FY2025-26 Carryforward True-Up
- Aug 3 - Open Adaptive FY2026-27 Carryforward Spending Plan for Departments to Complete
- Aug 3 - Begin FY2025-26 Year-End Board of Trustees Presentation Preparation
- Aug 7 - Carryforward Spending Plan Due to the Budget Office
- Aug 14 - State Salary Category Detail File Submission Due to the State
- Aug 14 - Operating Budget File Submission Due to the State
- Aug 28 - Send to the Departments the Auxiliary FY 2025-26 Year-End File for Explanations

### September

- Sept 1 - Chief Financial Officer (CFO) Present the FY2026-27 Carryforward Spending Plan to the Board of Trustees for approval
- Sept 2 - Roll Technology Fee Balances
- Sept 7 - Labor Day (University Closed)
- Sept 11 - Auxiliary Year-End Explanations Due from Departments
- Sept 14-15 - Board of Trustees Retreat

### October

- Oct 1 - Submit FY2026-27 Carryforward Spending Plan & FY2025-26 Carryforward True Up to the State
- Oct 2 - Submit FY2025-26 Year-End Board of Trustees Presentation
- Oct 2 - Submit FY2026-27 Q1 Board of Trustees Presentation
- Oct 23 - Send Q1 FY2026-27 Auxiliary Review File to Departments
- Oct 30 - Begin Adaptive Setup for FY2027-28

### November

- Nov 6 - Q1 Auxiliary Review Explanations Due from Departments

- Nov 11 - Veterans Day (University Closed)
- Nov 12 - Send E&G Targets to VP Areas for Review
- Nov 12 - Send Adaptive User List for Role Access to Business Managers for Review
- Nov 12 - Submit Risk Survey Due to State
- Nov 17 - Send Positions to Business Managers to Verify Costing Allocations
- Nov 26-27 - Thanksgiving Holiday (University Closed)
- Nov 30 - Complete Adaptive Updates and Validation

## December

- Dec 1 - Executive Leadership Team (ELT) Kickoff Meeting for the FY2027-28 Budget Process
- Dec 1 - ELT to Review Preliminary Performance Funding Distribution for FY2027-28
- Dec 4 - State University Employee/OPS File Submission Due to State
- Dec 4 - Business Managers to Submit Role Access Reviews
- Dec 11 - Review and Update Adaptive Training Materials
- Dec 11 - Send Adaptive Training Materials to New Employees for FY2027-28 Budget Construction
- Dec 11 - VP Areas Submit E&G Budget Target Requests for Realignment
- Dec 24-31 - Winter Break (University Closed)

## January

- Jan 1 - New Year's Day (University Closed)
- Jan 4 - Submit FY2026-27 Q2 Board of Trustees Presentation
- Jan 6 - Deadline for Business Managers to Review Position Costing Allocations
- Jan 6 - Present E&G Targets to the ELT
- Jan 8 - State Category File Submission Due to State
- Jan 6-8 - ELT to Review the Salary Program, Fringe Rate, E&G Targets, and Submitted Strategic Initiative Projects
- Jan 11 - Adaptive Budgeting Opens to All Units for FY2027-28 Budget Input
- Jan 11-29 - Budget Office and CFO Meet with VP Areas to Review the New Fiscal Year Budgets
- Jan 18 - Martin Luther King Jr. Day (University Closed)
- Jan 25-29 - Budget Office to Host Adaptive User Help Labs
- Jan 29 - Send Q2 FY2026-27 Auxiliary Review File to Departments

## February

- Feb 12 - Q2 Auxiliary Review Explanations Due from Departments
- Feb 19 - Academic Affairs Budgets Due to the Provost's Office
- Feb 26 - All VP Areas Budgets Due

## March

- Mar 3 - Technology Fee Meeting with OIT for New Projects
- Mar 1-22 - Budget Review for All University Units
- Mar 23-31 - Board of Trustees Material Development
- Mar 31 - Load New Technology Fee Projects and Communicate to Departments

## April

- Apr 1 - Submit FY2026-27 Q3 Board of Trustees Presentation
- Apr 9 - State University Employee/OPS File Submission Due to State
- Apr 9 - Prepare the Board of Trustees Presentation for the New FY2027-28 Budget
- Apr 30 - Send Q3 FY2026-27 Auxiliary Review File to Departments

## May

- May 14 - Q3 Auxiliary Review Explanations Due from Departments
- May 28 - Present the FY2027-28 Budget to the ELT
- May 31 - Memorial Day (University Closed)

## June

- June 11 - State Category Detail File Submission Due to State
- June 18 - Board of Trustees Approval of the FY2027-28 Budget
- June 21-30 - Testing & Upload FY2027-28 Budget to Workday

## July

- July 1 - Beginning of New Fiscal Year 2027-28

Note: Dates are estimated and have been adjusted to avoid weekends; all dates are subject to confirmation.