

Fiscal Year 2019-20 Budget Office Calendar

<i>Budget Calendar</i>	<i>Target Dates</i>
July	
<i>Independence Day – FAU Offices Closed</i>	<i>07/04/2019</i>
August	
<i>Budget Office to start preparing End of Year 2018-19 Board of Trustees Presentation</i>	<i>08/01/2019</i>
<i>State Operating Budget File Submission</i>	<i>08/21/2019</i>
<i>State Salary Category Detail File Submission</i>	<i>08/21/2019</i>
September	
<i>Labor Day – FAU Offices Closed</i>	<i>09/02/2019</i>
October	
<i>Budget Office to Submit End of Year 2018-19 Board of Trustees Presentation</i>	<i>10/01/2019</i>
November	
<i>Veterans Day - FAU Offices Closed</i>	<i>11/11/2019</i>
<i>Adaptive – Budget Team Testing</i>	<i>11/12/2019 - 11/20/2019</i>
<i>Adaptive – On-Site Training for University Budget Office (Boca Raton Campus)</i>	<i>11/21/2019 - 11/22/2019</i>
<i>Send Business Managers positions to make sure all have costing allocations</i>	<i>11/25/2019</i>
<i>Budget Office to send E&G budget targets to VP areas</i>	<i>11/25/2019</i>
<i>Send Business Managers to review role access to Adaptive Insights</i>	<i>11/25/2019</i>
<i>Thanksgiving Day & Day after Thanksgiving Day – FAU Offices Closed</i>	<i>11/28/2019 & 11/29/2019</i>

December

<i>ELT Kick Off Meeting for Budget Process FY21</i>	12/02/2019
<i>ELT to review Preliminary Performance Funding Distribution for FY21</i>	12/09/2019
<i>New Strategic Initiatives and Renovations and Remodeling Projects Request Form released in Workday</i>	12/04/2019
<i>Adaptive – Business Manager Overview, Testing & Review (Boca Raton Campus)</i>	12/04/2019 - 12/05/2019
<i>Deadline for Business Manager to submit Adaptive Insights role access</i>	12/06/2019
<i>Budget Office to complete fringe analysis report</i>	12/20/2019
<i>Deadline for VP areas to submit E&G budget target realignment requests</i>	12/20/2019
<i>Winter Break Schedule – FAU Offices Closed</i>	12/24/2019 - 12/31/2019

January

<i>New Year's Day – FAU Offices Closed</i>	01/01/2020
<i>Adaptive – Go Live</i>	01/02/2020
<i>Deadline for Business Managers to review positions costing allocations</i>	01/10/2020
<i>Strategic Initiatives and Renovations and Remodeling projects requests due from FAU Community</i>	01/13/2020
<i>Budget Office submit proposed Strategic Initiative and Renovations and Remodeling requests and prepare presentation for ELT</i>	01/13/2020 - 01/17/2020
<i>Budget Office to train FAU Community (Boca Raton Campus)</i>	01/13/2020 - 01/17/2020
<i>Martin Luther King Day – FAU Offices Closed</i>	01/20/2020
<i>ELT to review salary program for staff, CBA program, PBA program, fringe rate, Auxiliary overhead rate, Strategic Initiatives and Critical Physical Plant projects submitted</i>	01/27/2020

<i>Budget Office to present to ELT E&G Targets</i>	01/27/2020
<i>Budget Office to upload FY20 Actuals and E&G Targets in Adaptive</i>	01/27/2020 - 01/31/2020
February	
<i>Adaptive Budgeting Program is open to all units to start FY2020-21 OB Process</i>	02/03/2020
<i>ELT to finalize salary program, fringe benefit rate, Auxiliary overhead rate, Strategic Initiatives, Renovations/Remodeling submitted along with Physical Plant projects (Deferred Maintenance) and funding source – Budget Office to load decisions to Adaptive</i>	02/03/2020 - 02/10/2020
<i>Foundation office will send the approved budget to colleges to be entered in Adaptive</i>	02/14/2020
<i>Budget Office to schedule meetings with each VP area to review Carryforward and Auxiliary Budgets</i>	02/17/2020 - 02/21/2020
<i>Deadline for All units of Academic Affairs to submit Budgets for Provost Office to review</i>	02/21/2020
<i>Deadline for All VP Areas to submit Budgets</i>	02/28/2020
March	
<i>Budget Office to review Budget Submissions in Adaptive</i>	03/02/2020 - 03/27/2020
<i>Budget Office to present Budget to ELT</i>	03/30/2020
April	
<i>Budget Office to provide Brian Drewke FY2020-21 Board of Trustees Budget data for presentation</i>	04/17/2020
May	
<i>Memorial Day - FAU Offices Closed</i>	05/25/2020
June	
<i>Budget for FY2020-21 Board of Trustees Meeting</i>	06/2020

<i>Budget Office Test and Upload FY2020-21 Operating Budget to Workday</i>	06/29/2020 - 07/01/2020
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Note – All dates are not confirmed and some represent approximate schedules at this time.