

Florida Atlantic University  
Budget Calendar Fiscal Year 2025-2026

	Date
<b>July</b>	
• <i>Independence Day – FAU Offices Closed</i>	<i>07/04/2025</i>
• Last day for FY25 Budget Amendments	07/16/2025
• Budget Office to open Adaptive Fixed Capital Outlay sheet for departments to complete	07/21/2025 – 07/25/2025
• Budget Office to process Casualty premium invoice FY2025-26 that will be delivered to the Research Management group department	07/25/2025
<b>August</b>	
• Budget Office to open Adaptive FY25 CF True-Up and FY26 CF Spending Plan sheets for departments to complete	08/04/2025
• Budget Office to start preparing FY25 End of Year Board of Trustees, Presentation	08/04/2025
• Departments submit FY25 CF True-Up and FY26 CF Spending Plan to Budget Office	08/18/2025
• State Salary Category Detail File Submission	08/15/2025
• State Operating Budget File Submission	08/15/2025
• Budget Office to send Auxiliary Year-End File for Explanations	08/29/2025
<b>September</b>	
• <i>Labor Day – FAU Offices Closed</i>	<i>09/01/2025</i>
• Budget Office to roll FY25 available balances for Tech Fee projects to FY26	09/02/2025
• Budget Office to FY26 Carryforward spending plan for BOT for Approval (Present to ELT)	09/02/2025
• BOT Retreat	09/18/2025 – 09/19/2025
• Deadline for departments to return Auxiliary Year-End Explanations	09/26/2025
<b>October</b>	
• Budget Office to submit FY25 End of Year Board of Trustees Presentation	10/01/2025
• Budget Office to submit FY26 Q1 Board of Trustees Presentation	10/01/2025
• Budget Office to send Q1 Auxiliary review file to departments	10/10/2025
• Adaptive is being prepared for FY27, with the integration setup completed by the Budget Office.	10/31/2025
<b>November</b>	
• Budget Office to begin updating Adaptive training materials	11/03/2025

• <i>Veterans Day - FAU Offices Closed</i>	<i>11/11/2025</i>
• Budget Office to send E&G budget targets to VP areas	11/12/2025
• Send Business Managers the Adaptive user list to review role access	11/12/2025
• Departments to submit Q1 Auxiliary review file	11/12/2025
• Budget Office to submit Risk Management Survey to the state	11/12/2025
• Send Business Managers positions to verify costing allocations	11/17/2025
• <i>Thanksgiving Day &amp; Day after Thanksgiving Day – FAU Offices Closed</i>	<i>11/27/2025 &amp; 11/28/2025</i>
• Budget Office to complete Adaptive updates and validation	12/01/2025
<b>December</b>	
• State University Employee/OPS File Submission	12/05/2025
• ELT Kick Off Meeting for Budget Process FY26	12/01/2025
• ELT to review Preliminary Performance Funding Distribution for FY26	12/01/2025
• Deadline for Business Managers to submit Adaptive Insights role access	12/05/2025
• Budget Office to complete updates to training materials/job aids	12/12/2025
• Budget Office to send out Adaptive training for new employees for FY27 budget construction	12/12/2025
• Deadline for VP areas to submit E&G budget target realignment requests	12/12/2025
• Technology Fee Meeting with OIT	TBD
• <i>Winter Break Schedule – FAU Offices Closed</i>	<i>12/24/2025 – 12/31/2025</i>
<b>January</b>	
• <i>New Year's Day – FAU Offices Closed</i>	<i>01/01/2026 &amp; 01/02/2026</i>
• Budget Office to submit FY26 Q2 Board of Trustees Presentation	01/05/2026
• Deadline for Business Managers to review positions costing allocations	01/05/2026
• Budget Office to submit Q2 Auxiliary review	01/05/2026
• Budget Office to present to ELT E&G Targets	01/05/2026
• State Category File Submission	01/09/2026
• ELT to review salary program, fringe rate, Auxiliary overhead rate, E&G targets, Strategic Initiatives project submitted	01/05/2026 - 01/09/2026
• Budget Office to train FAU Community on the use of Adaptive (new users only)	01/05/2026 - 01/09/2026
• Budget Office to update actual data, position data, OH rates, fringe rates and E&G targets in Adaptive for FY27	01/05/2026
• Adaptive Budgeting Program opens to all units for FY2026-27 budget input	01/12/2026



<ul style="list-style-type: none"> <li>Budget Office and CFO meet with VP Areas to go over the new FY Budgets.</li> </ul>	01/12/2026 – 01/30/2026
<ul style="list-style-type: none"> <li><i>Martin Luther King Day – FAU Offices Closed</i></li> </ul>	<i>01/20/2026</i>
<ul style="list-style-type: none"> <li>Budget Office to hold Adaptive User Help Labs</li> </ul>	01/26/2026 – 01/30/2026
<b>February</b>	
<ul style="list-style-type: none"> <li>Departments to submit Q2 Auxiliary review file</li> </ul>	02/13/2026
<ul style="list-style-type: none"> <li>Deadline for All units of Academic Affairs to submit Budgets for Provost Office to review</li> </ul>	02/20/2026
<ul style="list-style-type: none"> <li>Deadline for All VP Areas to submit Budgets</li> </ul>	02/27/2026
<b>March</b>	
<ul style="list-style-type: none"> <li>Budget Office to review Budget Submissions in Adaptive</li> </ul>	03/02/2026 - 03/23/2026
<ul style="list-style-type: none"> <li>Budget Office starts Construction of BOT Materials</li> </ul>	03/24/2026 - 03/31/2026
<ul style="list-style-type: none"> <li>Budget Office to load new Technology Fee Projects if needed</li> </ul>	03/31/2026
<b>April</b>	
<ul style="list-style-type: none"> <li>Budget Office to submit FY26 Q3 Board of Trustees Presentation</li> </ul>	04/01/2026
<ul style="list-style-type: none"> <li>State University Employee/OPS File Submission</li> </ul>	04/10/2026
<ul style="list-style-type: none"> <li>Budget Office to submit Q3 Auxiliary review</li> </ul>	04/10/2026
<b>May</b>	
<ul style="list-style-type: none"> <li>Departments to submit Q3 Auxiliary review file</li> </ul>	05/13/2026
<ul style="list-style-type: none"> <li><i>Memorial Day - FAU Offices Closed</i></li> </ul>	<i>05/25/2026</i>
<ul style="list-style-type: none"> <li>Budget Office to present FY Budget 2026 -27 to ELT</li> </ul>	05/29/2026
<b>June</b>	
<ul style="list-style-type: none"> <li>Budget for FY2026-27 presented at Board of Trustees Meeting</li> </ul>	06/19/2026
<ul style="list-style-type: none"> <li>State Category Detail File Submission</li> </ul>	06/12/2026
<ul style="list-style-type: none"> <li>Budget Office Test and Upload FY27 Operating Budget to Workday</li> </ul>	06/22/2026 - 06/26/2026
<i>Note – All dates are not confirmed, and some represent approximate schedules at this time.</i>	