

Budget Office FY2024 Schedule of Monthly Budget Items, Meetings & Deliverables

						2023						2024					
						July	August	September	October	November	December	January	February	March	April	May	June
Monthly Forecast																	
Prior month actuals available in Delphi						9-Aug		11-Sep	9-Oct	8-Nov	8-Dec	9-Jan	8-Feb	8-Mar	8-Apr	8-May	10-Jun
Unit forecasts due to Budget Office								18-Sep	16-Oct	15-Nov	15-Dec	17-Jan	15-Feb	15-Mar	15-Apr	15-May	17-Jun
Budget Manager Meetings																	
10:00 - 10:30; Zoom																	
Academic Units										15-Nov				21-Mar			21-Jun
Auxiliary Units										16-Nov				22-Mar			22-Jun
Support Units										17-Nov				23-Mar			23-Jun
FY2025 Tuition Rate Proposals						(tentative)						5-Jan					
FY2025 Budget Due in Delphi						(tentative)									5-Apr		
ARD Control Charts						2nd Friday of Month	11-Aug	8-Sep	13-Oct	10-Nov	8-Dec	12-Jan	9-Feb	8-Mar	12-Apr	10-May	14-Jun
Payroll and SSO Control Charts						Day after actuals are available in Delphi	10-Aug	12-Sep	10-Oct	9-Nov	11-Dec	10-Jan	9-Feb	11-Mar	9-Apr	9-May	11-Jun
Space Charges						During Monthly Close	10-Jul	8-Sep	6-Oct	7-Nov	7-Dec	8-Jan	7-Feb	7-Mar	5-Apr	7-May	7-Jun
Space Report						3rd Friday of Month	21-Jul	15-Sep	20-Oct	17-Nov	15-Dec	19-Jan	16-Feb	15-Mar	19-Apr	17-May	21-Jun
Tuition Allocation																	
Data sent to units for review						Approx. 10 business days after add/drop ends		27-Oct					2-Feb		26-Apr		3-Jun
Changes due to Budget Office						At least 10 business days after data sent to units				10-Nov			16-Feb			10-May	17-Jun
Allocation transactions											1-Dec			1-Mar		31-May	Prelim 1
ITS Allocation																	
Allocation transactions						End of each quarter	29-Sep				29-Dec			29-Mar			28-Jun
COVID Contingency																	
Allocation transactions						End of each quarter	29-Sep				29-Dec			29-Mar			28-Jun