Departmental Budget Timeline
(for Non Sponsored Budgets)

July
• Budgets are loaded
• Encumbrances are loaded

August
• Old Year officially closes
• Fund Balances and Carry Forward Budgets are loaded

September
• Base budget adjustments are made on University supported accounts (2L only) for fringe benefits rate changes.
• Adjustments are made on University supported accounts (2L only) for Grad Assistant and Special Payroll salary increases.

October
• Review accounts now that all balances are brought forward and all personal service adjustments have been made.

November
• Review and clean up encumbrances.

December
• Departments should begin preparing for Budget Hearings.

January
• Review 6 month activity and year end projections.
• Submit Budget Hearing Materials
• Attend Budget Hearings
• Attend Budget Construction Training

February
• Attend Budget Hearings
• Budget Construction Opens

March
• Departments should be entering Budget Construction Data

April
• Budget Construction is due
• Review and clean up encumbrance balances

May
• Review and clean up encumbrance balances
• Review year end deadlines

June
• Clean up accounts to be closed.
• Complete all end of year clean up