Florida Atlantic University
Budget Calendar Fiscal Year 2024-2025

	Date
July	
• *Independence Day – FAU Offices Closed*	*07/04/2024 – 07/05/2024*
• **Last day for FY24 Budget Amendments**	07/17/2024
• **Budget Office to open Adaptive Fixed Capital Outlay sheet for departments to complete**	07/22/2024 – 07/26/2024
• **Budget Office to process Casualty premium invoice FY2024-25 that will be delivered to the Research Management group department**	07/26/2024
August	
• **Budget Office to open Adaptive FY24 CF True-Up and FY25 CF Spending Plan sheets for departments to complete**	08/05/2024
• **Budget Office to start preparing FY24 End of Year Board of Trustees, Presentation**	08/01/2024
• **Departments to submit FY24 CF True-Up and FY25 CF Spending Plan to Budget Office**	08/18/2024
• **State Salary Category Detail File Submission**	08/16/2024
• **State Operating Budget File Submission**	08/16/2024
• **Budget Office to send Auxiliary Year-End File for Explanations**	08/30/2024
September	
• *Labor Day – FAU Offices Closed*	*09/02/2024*
• **Budget Office to roll FY24 available balances for Tech Fee projects to FY25**	09/03/2024
• **Budget Office to submit FY24 Carryforward Spending Plan True-Up and FY25 Carryforward spending plan for BOT for Approval (Present to ELT)**	09/03/2024
• **BOT Retreat**	09/18/2024 – 09/19/2024
• **Deadline for departments to return Auxiliary Year-End Explanations**	09/27/2024
October	
• **Budget Office to submit FY24 End of Year Board of Trustees Presentation**	10/01/2024
• **Budget Office to submit FY25 Q1 Board of Trustees Presentation**	10/01/2024
• **Budget Office to send Q1 Auxiliary review file to departments**	10/11/2024
• **FY25 ready with integration setup in Adaptive**	10/31/2024
November	
• **Budget Office to begin updating Adaptive training materials**	11/01/2024
• *Veterans Day - FAU Offices Closed*	*11/11/2024*

• Budget Office to send E&G budget targets to VP areas	11/12/2024
• Send Business Managers the Adaptive user list to review role access	11/12/2024
• New Strategic Initiatives Form released in Workday	11/12/2024
• Departments to submit Q1 Auxiliary review file	11/12/2024
• Budget Office to submit Risk Management Survey to the state	11/12/2024
• BOT Committees and Full Board meetings	11/14/2024
• Send Business Managers positions to verify costing allocations	11/18/2024
• *Thanksgiving Day & Day after Thanksgiving Day – FAU Offices Closed*	*11/28/2024 & 11/29/2024*
• Budget Office to complete Adaptive updates and validation	11/30/2024
December	
• State University Employee/OPS File Submission	12/03/2024
• ELT Kick Off Meeting for Budget Process FY25	12/02/2024
• ELT to review Preliminary Performance Funding Distribution for FY25	12/02/2024
• Deadline for Business Managers to submit Adaptive Insights role access	12/02/2024
• Budget Office to complete updates to training materials/job aids	12/13/2024
• Budget Office to send out Adaptive training for new employees for FY26 budget construction	12/13/2024
• Deadline for New Strategic Initiatives Request Form submitted in Workday	12/13/2024
• Deadline for VP areas to submit E&G budget target realignment requests	12/13/2024
• Technology Fee Meeting with OIT	TBD
• *Winter Break Schedule – FAU Offices Closed*	*12/24/2024 – 12/31/2024*
January	
• *New Year's Day – FAU Offices Closed*	*01/01/2025*
• Budget Office to submit FY25 Q2 Board of Trustees Presentation	01/03/2025
• Deadline for Business Managers to review positions costing allocations	01/03/2025
• Budget Office to submit Q2 Auxiliary review	01/06/2025
• Budget Office to submit proposed Strategic Initiative requests and prepare presentation for ELT	01/06/2025
• Budget Office to present to ELT E&G Targets	01/06/2025
• State Category File Submission	01/07/2025
• ELT to review salary program, fringe rate, Auxiliary overhead rate, E&G targets, Strategic Initiatives project submitted	01/06/2025 - 01/10/2025

• **Budget Office to train FAU Community on the use of Adaptive (new users only)**	01/06/2025 - 01/10/2025
• **Budget Office to update actual data, position data, OH rates, fringe rates and E&G targets in Adaptive for FY26**	01/06/2025
• **Adaptive Budgeting Program opens to all units for FY2025-26 budget input**	01/10/2025
• *Martin Luther King Day – FAU Offices Closed*	*01/20/2025*
• **Budget Office to hold Adaptive User Help Labs**	01/27/2025 – 01/31/2025
February	
• **Foundation office will send the approved budget to colleges to be entered in Adaptive**	02/03/2025
• **Departments to submit Q2 Auxiliary review file**	02/14/2025
• **Deadline for All units of Academic Affairs to submit Budgets for Provost Office to review**	02/21/2025
• **Deadline for All VP Areas to submit Budgets**	02/28/2025
March	
• **Budget Office to review Budget Submissions in Adaptive**	03/03/2025 - 03/24/2025
• **Budget Office starts Construction of BOT Materials**	03/24/2025 - 03/31/2025
• **Budget Office to load new Technology Fee Projects if needed**	03/31/2025
April	
• **Budget Office to submit FY25 Q3 Board of Trustees Presentation**	04/01/2025
• **State University Employee/OPS File Submission**	04/08/2025
• **Budget Office to submit Q3 Auxiliary review**	04/11/2025
May	
• **Departments to submit Q3 Auxiliary review file**	05/13/2025
• *Memorial Day - FAU Offices Closed*	*05/26/2025*
• **Budget Office to present Budget to ELT**	05/30/2025
June	
• **Budget for FY2025-26 presented at Board of Trustees Meeting**	06/19/2025
• **State Category Detail File Submission**	06/10/2025
• **Budget Office Test and Upload FY26 Operating Budget to Workday**	06/23/2025 - 06/27/2025
Note – All dates are not confirmed, and some represent approximate schedules at this time.	