**Academic Budget Timeline**

**July 1**  **New Budget Fiscal Year** – *Connie to meet with Deans, AA Leaders and Provost within first month of new FY.*

**July 13** Extracting Augustmester FLAC data to SSB-FLAC (additional) - Available for Chairs to Review and adjust compensation.

**July 20** Deadline for Deans to review and lock records for Augustmester.

**July 29** Deadline for Adjuncts/Overload Acknowledgements in FLAC for Augustmester 2016

**Aug 1** Fall Grant Reassigned Time Personnel Actions due to the Provost Office.

**Aug 1** Augustmester begins

**Aug 1** ETF Requests to be sent to Connie by COB to compile for AALT meeting.

**Aug 2** Augustmester – Census Date

**Aug 3** Augustmester – FLAC Date due to Payroll by 9:00 a.m.

**Aug 3** Request for Reassigned Time Savings (Fall 2016) with PR40s due to OBFP (Effective date of 08/10/2016)

**Aug 3** Provost/AALT to review ETF Requests to be submitted – To be prioritized

**Aug 5** Extracting Fall 2016 FLAC data to SSB-FLAC – Available for Chairs to Review and adjust compensations.

**Aug 10** ETF Budget Call document due to OBFP.

**Aug 10** Deadline for Deans to Review and Lock Fall 2016 FLAC records in SSB-FLAC

**Aug 19** Deadline for Adjuncts/Overload Acknowledgements in FLAC for Fall 2016

**Aug 29** Fall Courses Begin – Reminder: All adjuncts must have acknowledged in order to have access to classroom and students.

**Sept 12** Fall Census Date

**Sept 13** FLAC Data Due Payroll by 10:00 a.m.

**Sept 30** **First Quart Ends** – AA Budget Meetings to Be Held Within 2 Weeks (With AA Leaders & Provost). *Submission of 2nd Quarterly Spending Plans should be submitted to Deans from Chairs and Directors.*

**Oct 1** Budget Development Materials to be distributed by OBFP (Tentative - TBA)

**Nov 18** Extracting of Wintermester Data to SSB-FLAC for Chairs and Deans to Review (Tentative)

**Nov 22** Deadline for Deans to Lock WM 2016-17 FLAC Records (Tentative)
Dec 1  Grant Reassigned Time PR40s for Spring Semester Due to Provost Office
Dec 1  Budget Development Materials due back to OBFP (Tentative Date- TBA)
Dec 5  Request for Reassigned Time Savings (Spring 2017) with PR40s to be sent to OBFP (Effective date of 12/25/2016)
Dec 9  Deadline for Adjuncts/Overload Acknowledgements in FLAC for Wintermester.
Dec 13 Extracting Spring 2017 FLAC Data into SSB-FLAC for Chairs and Deans to Review (Tentative)
Dec 16 Deadline for Deans to Lock Spring 2016 SSB-FLAC records (Tentative)
Dec 20 Wintermester Classes Begin - Reminder: All adjuncts must have acknowledged in order to have access to classroom and students.
Dec 23 Wintermester Census Date
Dec 31 Second Quarter Ends – AA Budget Meetings to Be Held Within 2 Weeks (With AA Leaders & Provost). Submission of 3rd Quarterly Spending Plans should be submitted to Deans from Chairs and Directors.

Jan 2 Wintermester FLAC – Data Due to Payroll by 10:00 a.m. – Tentative
Jan 2 Deadline for Deans to Review and Lock Spring 2017 FLAC Records.
Jan 9 SSB- Budget Development Module Opens – For redistribution of base budgets (Tentative – TBA). Admins and Chairs to attend Our Turn Sessions.
Jan 9 Fiscal Year-End Closing Schedule Memo to be Distributed Memo from CFO – Tentative date
Jan 13 Deadline for Adjuncts/Overload Acknowledgements in FLAC for Spring 2017
Jan 17 Spring Classes Begin - Reminder: All adjuncts must have acknowledged in order to have access to classroom and students.
Jan 31 Spring Census Date
Jan 3 ETF Non-Contract Equipment Purchases – Tentative Date – All orders must be entered into eVA.
Feb 1 Spring FLAC data Due to Payroll by 10:00 a.m. – Tentative
Feb 10 Departments to have SSB-BDM Base Budgets reviewed and reallocated. Deans lock records and review to make adjustments as needed.
Feb 14 RFPs – Purchases greater than $50,000 must be entered into eVA (Tentative date – TBA) (See memo from CFO)
Feb 17 Connie to lock AA records in SSB-BDM Base budgets for Provost’s review.
Feb 24 SSB-Budget Development Module Closed – Base Budget Reallocations (Tentative – TBA)
Mar 1  IFBs - Purchases over $50,000 must be entered into eVA (Tentative date – TBA)
Mar 31  Purchases between $5,000 and $50,000 must be entered into eVA (Tentative date – TBA). See memo from CFO.
Mar 31  AA Departments Must SubmitFinal Spending Plans to Deans for Review by COB.
Mar 31  Third Quart Ends - AA Budget Meetings to Be Held by 04/07/2016 (With AA Leaders & Provost). Submission of 4th and Final Quarterly Spending Plans should be submitted to Deans from Chairs and Directors.
Apr 3  Deans will sweep uncommitted departmental funds to designated FOAP.
Apr 3  Final AA Budget Spending Plans Due to Provost and Academic Budget Director
Apr 13  Academic Budget Sweeps – All uncommitted funds (not identified to be spent by Year-end) will be moved to the Provost’s Flexible Spending Account to be reallocated for Library and Other Special one-time purchases or needs.
Apr 14  Deadline for uncommitted funds to be transferred to appropriate lines.
Apr 19  Extracting Maymester, Summer I and III data to SSB-FLAC. Chairs and Deans to have access to review and adjust compensation.
Apr 21  Deadline for Deans to review and lock Maymester SSB-FLAC records.
May 1  Academic Imposed Deadline for SPCC Procurements – no SPPC purchases after this date unless authorized by the Provost/Dean.
May 8  Deadline for Maymester, Summer I and III FLAC Contract Acknowledgements.
May 12  Invoices received in May for SPCC, Car Rental, Air fare – Tentative Date
May 15  Maymester, Summer I and III Begins – Reminder that instructors who have not acknowledged FLAC Contracts may not have access to class or students.
May 15  All Purchases less than $5,000 and any remaining one-time specially-approved purchases (i.e. Library) must be entered into eVA. No orders for FY17 will be allowed after this date. Tentative date – TBA (See memo from CFO)
May 17  Maymester Census Date
May 18  Maymester FLAC data Due to Payroll by 10:00 a.m. – Tentative
May 19  Summer I Census Date
May 22  Summer I FLAC data Due to Payroll by 10:00 a.m. – Tentative
May 26  Summer III Census Date
May 30  Summer III FLAC Data Due to Payroll by 10:00 a.m. - Tentative
June 2  All Invoices must be sent to Accounting Services and Receiving Reports must be complete (including ETF) in order to be paid by end of fiscal year – Tentative Date
June 16  Last day to submit departmental journal entries to General Accounting – Tentative Date
June 26  Summer Session II Begins - Reminder that instructors who have not acknowledged FLAC Contracts may not have access to class or students.
June 30  Summer II Census Date
June 30  Fiscal Year Ends
July 1   2017-2018 Fiscal Year Begins
Jul 3    New FY Budgets to be Made Available to Departments.
Jul 3    Summer II FLAC Data Due to Payroll by 10:00 a.m. - Tentative