

# FY25 Budget Development Schedule

## Proposed Schedule:

January 22 (week)	Issue letters, instructions, schedule, and training dates
Jan 22 (week)	Department/Division budget Banner data entry opens
Feb 23	Budgets Due – entry complete in Banner, EBRQ & Federal Work study requests submitted
March 15	Reconciliation of Banner budget entry with Division Heads
March 20	VPs/President review of Strategic Funds Requests begin
April 5	Final decisions on EBRQ allocations forwarded to Financial Services
April 23	Budget Proposal Package issued for BOT Finance Committee Meeting
April 30	BOT Finance Committee Meeting – Budget Proposal Review and vote
May 7	BOT Meeting – Budget Proposal Review and vote
May 20	FY25 Budget Letters issued to Departments

## Budget Training Dates:

Friday, February 2	Open budget session for all staff* Time: 10:00-11:00 Place: Virtual Meeting Invite
Thursday, February 8	Open budget session for all staff* Time: 2:00-3:00 Place: Virtual Meeting Invite

\*Please email [cbullis@fitchburgstate.edu](mailto:cbullis@fitchburgstate.edu) to receive a meeting invite