SHARED SERVICES, SAAS BUDGET CALENDAR -- 2012/13
Prep Date: 09/13/2012

Items in italicized font are unconfirmed.

1st Quarter

JUL 2012

Date	Day	Event
2-31		2011-2012 Fiscal Close
4	W	HOLIDAY
9	M	2011-2012 Accruals Due From Units
		2011-2012 Preliminary Ledger Cutoff
10-13		2011-2012 Accrual Window
12	R	Final day for Departmental Lien Vouchers
16	M	Final cutoff for Online Tranfer of Funds
		Final cutoff for Online Financial Journal Adjustments
		Department Final System Cutoff - 8:00PM
19	R	Notice to Depts for Updated Profiles Distributed

AUG 2012

Date	Day	Event
6	M	2011-2012 Final Ledgers Available
7	T	Payroll Ledgers Available (July)
8	W	General Ledgers Available (July)
10	F	2011-2012 4Q Reports Due
15	W	2011-2012 Final Year-End Reports Due from Units
24	T	2011-2012 Final Year-End Reports Due from Depts
		MM Monthly Reports Due From Units
28	T	MM Monthly Reports Due From Depts

SEP 2012

Date	Day	Event
3	M	HOLIDAY
10	M	Payroll Ledgers Available (August)
11	T	General Ledgers Available (August)
24	M	Changes to 2012-2013 Budget Timeline/Templates Due
26	W	2012-2013 Budget Timeline Distributed
		MM Monthly Reports Due From Units
28	F	2012-2013 Operating Budget Templates Distributed
		MM Monthly Reports Due From Depts

2nd Quarter

OCT 2012

Date	Day	Event
1	M	Budget Timeline To VCSA Budget Due
2	T	2012-2013 SA Profile Book Distributed
5	F	Payroll Ledgers Available (September)
8	M	General Ledgers Available (September)
9	T	Changes to 2012-2013 MM Guidelines Due
19	F	Prelim 2012-2013 Budget Parameters Distributed
24	W	MM Monthly Reports Due From Units
26	F	1Q Reports Due From Units
		MM Monthly Reports Due From Depts

NOV 2012

Date	Day	Event
7	W	Payroll Ledgers Available (October)
8	R	General Ledgers Available (October)
9	F	1Q & MM Reports Due to VCSA From Depts
12	M	HOLIDAY
21	W	MM Monthly Reports Due From Units
22-23		HOLIDAY
23	W	MM Monthly Reports Due From Depts

DEC 2012

Date	Day	Event
7	F	Payroll Ledgers Available (November)
10	M	General Ledgers Available (November)
14	F	Fall Quarter Ends
24-25		HOLIDAY
26-28		CAMPUS CLOSED
31		HOLIDAY

3rd Quarter

JAN 2013

Date	Day	Event
1	T	HOLIDAY
4	F	Distribute Dept Recharge Figures To Units
8	T	Payroll Ledgers Available (December)
9	W	General Ledgers Available (December)
11	F	2013-2014 Budget - 1st Drafts Due From Units
15-18		2013-2014 Budget Presentations From Units
21	M	HOLIDAY
23	W	MM Monthly Reports Due From Units
24	R	2013-2014 2nd Drafts Due, If Requested
25	F	2Q Reports Due From Units
		MM Monthly Reports Due From Depts
28	M	Submit 2013-2014 Budget Draft To VCSA From Depts

FEB 2013

Date	Day	Event
7	R	Payroll Ledgers Available (January)
8	F	2Q & MM Reports Due to VCSA From Depts
		General Ledgers Available (January)
11	M	VCSA Approves Rates
12-14		2013-2014 2nd Drafts 1:1's If Needed
18	M	HOLIDAY
19-21		2013-2014 3rd Drafts 1:1's If Needed
20	W	MM Monthly Reports Due From Units
22	F	MM Monthly Reports Due From Depts
25	M	VCSA Approves 2013-2014 Annual Budget

MAR 2013

Date	Day	Event
1	F	2013-2014 Dept Rates Published
7	R	Payroll Ledgers Available (February)
8	F	General Ledgers Available (February)
12	T	Depts Makes Final Salary & Benefit Updates
20	W	MM Monthly Reports Due From Units
22	F	Winter Quarter Ends
		MM Monthly Reports Due From Depts
28	R	2013-2014 Budget Proposals Due to OVCSA
29	F	HOLIDAY

4th Quarter

APR 2013

Date	Day	Event
1-3		Dept 2013-2014 Budget Reviews
5	F	Final 2013-2014 Budget Comments Due From Units
		Payroll Ledgers Available (March)
8	M	General Ledgers Available (March)
12	F	ANNUAL 2013-2014 BUDGET DONE!!!
15-19		SAAS Dept 1:1 Budget Meetings
24	W	MM Monthly Reports Due From Units
25	R	Finish Dept 2013-2014 Budget Document
26	F	3Q Reports Due From Units
		MM Monthly Reports Due From Depts

MAY 2013

Date	Day	Event
7	T	Payroll Ledgers Available (April)
8	W	General Ledgers Available (April)
10	F	3Q & MM Reports Due to VCSA From Depts
15	W	Self supporting budgets due to OVCSA
22	W	MM Monthly Reports Due From Units
24	F	MM Monthly Reports Due From Depts
27	M	HOLIDAY
31	F	Detail 2013-2014 Budget Worksheet Due to Budget Office

JUN 2013

Date	Day	Event
7	F	Payroll Ledgers Available (May)
10	M	General Ledgers Available (May)
		Spring Quarter Ends
21	F	MM Monthly Reports Due From Units
25	T	MM Monthly Reports Due From Depts