

University of North Georgia

FY20_{XX} Budget Calendar/Due Dates and Deadlines

November

- Submit to Budget Office any new/increased/revised mandatory fee and course fee proposals

December

- Submit to Budget Office tuition rate changes for graduate, professional, and doctorate programs.
- Departmental preparation for upcoming Campus Budget Hearings

January

- Department Heads submit Summer Faculty requests to Deans

February

- Deans submit Summer Faculty requests to Assistant Vice President for Academic Affairs-Budgets.

March

- Faculty budget planning (Departments submit their upcoming faculty needs to the Provost)
- Non E&G budget requests due (Athletics, Auxiliary, Student Activities, etc.) Approved budgets submitted to Budget Office
- When applicable, requests for upcoming FY Salary Worksheets (merit increases) sent to Departments
- When applicable recommended merit increases due back to Budget Office
- **March 15th – Deadline for submitting budget amendments for current year personal services to the Budget Office. (No exceptions!)**

(If personal services are overspent, available funds from other areas should be transferred to personal services to cover the deficit by March 15th.)

April

- **April 1st – The Budget Office will begin transferring unused personal services (both salary & benefits) from individual Departments into the University contingency.**
- President's UNG Cabinet Briefings (allocation priorities set)
- Part-time, Summer Faculty, stipend changes and rank promotions requests submitted to Budget Office by the Provost's Office
- Receive final allocation from Board of Regents by the end of April

May

- **May 1st – Deadline for submitting non-personal services budget amendments to the Budget Office (*NPS = travel, supplies, equipment*) *No Exceptions!***
- New fiscal year University budget submitted to Board of Regents

June

- Upcoming fiscal year budget approved by Board of Regents
- Original budget documents sent to departments for upcoming fiscal year.

Note: The Budget Office will communicate to campus representatives any upcoming sessions regarding budget hearings, mid-year allocations, potential year-end allocations and/or potential budget cuts.

If you need this document in another format, please email budget.office@ung.edu or call 706-867-2837.