

ALCORN STATE UNIVERSITY

BUDGET PLANNING AND DEVELOPMENT: FISCAL YEAR 2022 - 2023

MONTH	TASK
FEBRUARY	<ul style="list-style-type: none">▪ President's Call for Budget Requests▪ Departmental Budget Requests are submitted to the divisional vice president for the upcoming fiscal year.▪ Banner Budget Request Form FBABDRA is <u>OPEN</u> - February 1st▪ Supplemental budget templates are provided, as necessary▪ Banner Budget Request Form FBABDRA is <u>CLOSED</u> - February 25th
MARCH	<ul style="list-style-type: none">▪ Divisional Budget Request Proposal Packet is due to the President and the Sr. VP FASO/CFO - March 1st▪ Budget Hearings are conducted for all divisions
APRIL	<ul style="list-style-type: none">▪ Current Fiscal Year is <u>CLOSED</u> for purchasing and travel requests using educational and general funds - April 30th
MAY	
JUNE	<ul style="list-style-type: none">▪ Current Fiscal Year <u>ENDS</u> - June 30th
JULY	<ul style="list-style-type: none">▪ New Fiscal Year <u>BEGINS</u> - July 1st▪ Banner Finance System is available for use
AUGUST	<ul style="list-style-type: none">▪ Budget Transfer Requests are accepted by the Budget Office for the current fiscal year▪ Printed Budget Document is presented for final approval