

## Academic Resources Timeline (Calendar of Activities)

Activity	Timeline	Division Responsible (AA = Academic Affairs) (AF = Administration & Finance) (AVP = Associate Vice President ) (CD = College Dean's Office)
<b>Annual Fee Revenue Reports</b> -Reconciliation of Fee Revenue and reporting on prior FY balances	July	AF, AA
<b>Annual IRA Disbursements</b> -Allocation of Awarded IRA Funds for the current FY	July	AF, AA
<b>Carryforward Projection</b> -Reconciliation of carryforward remaining balances from prior Fiscal Year (FY) with planned use of funds report to the Provost	Mid August to Mid September	AA
<b>Divisional Funding Model</b> -Budget Template provided to the Colleges and AVP units for the current fiscal year	Mid September to Late October- Dependent on Campus Funding Decisions	AA
<b>Consolidated Course Fee Allocation Analysis</b> -Budget Transfer Request (BTR)	Early September	AA
<b>SSI/GI2025 Additional Course Sections</b> -BTR to Fund Fall additional course sections	End September Post Fall Census	AA
<b>Over-Enrollment Projections</b> - Use projected FTE Data and incorporate into the Divisional Funding Model	End September Post Fall Census	AA

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<b>University Honors Program</b> -Payroll Expenditure Transfer (PET) to move Fall Faculty Teaching in University Honors from college to Dept 10229-	<b>End September</b> Post Fall Census	AA
<b>Position Budget Management</b> -Reconciliation of position and position funding	<b>Early October</b>	AF, AA, AVP, CD
<b>Summer Session Faculty Cost Analysis</b> -Reconciliation of summer payments for faculty who taught in the summer and reconcile Indirect Instructional Payments (for faculty who received additional stipends)	<b>Mid-End, October</b>	AA
<b>Mid-Year Review</b> - Mid-Year Projection of Costs after December Payroll Close	<b>Late January-Mid February</b>	AF, AA, AVP, CD
<b>Over-Enrollment Allocations</b> - BTR	<b>Late January-Mid February</b>	AA
<b>SSI/GI2025 Additional Course Sections</b> -BTR to Fund Spring additional course sections	<b>Late February</b> , Post Fall Census	AA
<b>University Honors Program</b> -Payroll Expenditure Transfer (PET) to move Spring Faculty Teaching in University Honors from college to Dept 10229-	<b>Late February</b> , Post Fall Census	AA

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<b>Q3 Review (3rd Quarter Review)</b> - Mid-Year Projection of Costs after December Payroll Close	<b>Late April-Mid May</b>	AF, AA, AVP, CD
<b>Year-End Close</b> - Adhere to University Fiscal Deadlines	<b>Late April-Late June</b>	AF, AA, AVP, CD