

**Fiscal Year 2024-25 VP03 Budget Calendar**

<b>MONTH</b>	<b>DATE</b>	<b>TASK</b>
<b>June</b>	6/24/2024	SBF will distribute endowment payouts for FY 24/25
<b>July</b>	7/01/2024	The first day of the new fiscal year before the fiscal year lapsing begins
	7/01/2024	The prior fiscal year lapsing period begins
	7/23/2024	IFR accruals due in CBM for June 30, 2024 (Accounting Period 12)
<b>August</b>	8/15/2024	Provost Budget Forum – Authorized Hires Presentation
	<i>Second week</i>	SUNY Empire Innovation Program budgets due for units with EIP awards
<b>September</b>	9/24/2024	Recruitment Status Update file sent to units (1)
	9/30/2024	Recruitment Status Update file due back from units (1)
	9/30/2024	The prior fiscal year lapsing period ends
<b>October</b>	<i>Second week</i>	CBM transfer panel data distributed to units
	<i>Third week</i>	Commitment files shared with units for review
	<i>Last week</i>	FY 23/24 final condition sent out to units
<b>November</b>	11/6/2024	CBM transfer panel data due back from units
	11/6/2024	FY 23/24 final condition due back from units
	<i>Third week</i>	SUNY Empire Innovation Program annual reports due for units with EIP awards
	11/22/2024	Commitment files are due back from units
<b>December</b>	<i>First week</i>	Mid-year condition templates distributed to units
	12/05/2024	Recruitment Status Update file sent to units (2)
	12/11/2024	Recruitment Status Update file due back from units (2)
	<i>Third week</i>	Authorization to Recruit (ATR) templates distributed to units
<b>January</b>	1/08/2025	<b>MANDATORY</b> CBM and Multi-year report training for ALL VP03 units
	1/13/2025	Run Operating Statement as of December 31st for mid-year Condition Reporting and distribute multi-year reporting templates
	<i>Second week</i>	Summer revenue distribution
	1/20/2025	Next fiscal year budgeting cycle opens (CBM), and Preliminary State / IDC targets are distributed to units
	<i>Last week</i>	CBM input meetings w. Centers and Institutes and the Budget team
	<i>Last week</i>	FY 24/25 IFR accruals for December (Accounting Period 6) are due in CBM
	1/29/2025	All Academic Units, Centers, and Institutes' mid-year condition, and multi-year reports submissions due to the budget team
<b>February</b>	<i>First two weeks</i>	Mid-year condition and multi-year reporting meetings begin with the Units and the Budget team. <b>(Mid-February)</b>
<b>March</b>	<i>First week</i>	CBM input meetings with Academic units and the Budget team begin
	3/6/2025	Recruitment Status Update file sent to units (3)
	3/12/2025	Recruitment Status Update file due back from units (3)
	3/14/2025	CBM closes for all VP03 units
	<i>Second week</i>	Authorization to Recruit templates is due to the Provost's Office
	<i>Third week</i>	<b>MANDATORY</b> Annual Strategic Hiring Process meetings for all units to be scheduled with the Provost and Senior Leadership Team
<b>April</b>	4/30/2025	Form II request deadline
<b>May</b>	<i>First week</i>	Winter revenue distribution to units
	<i>Second week</i>	Declared rollover deadline
<b>June</b>	6/5/2025	Recruitment Status Update file sent to units (4)
	6/11/2025	Recruitment Status Update file due back from units (4)
	6/30/2025	Last day of the fiscal year