



## Important Dates - Budget, Planning & Finance

Month	Dates	Description of Activities
May^		<ul style="list-style-type: none"> <li>Email from Budget, Planning &amp; Finance Financial Officer with Funding Summary (Option to receive documents via email and no meeting in FY 2024-25)</li> </ul>
May^	28th-31st  21-Jun	<ul style="list-style-type: none"> <li>PTR point results to Budget, Planning &amp; Finance (as per notice from Dean's Office).</li> <li>Dean's Excellence/Small Group award nominations are due to Dean's Office.</li> <li>Final PTR/Merit award distribution and histograms (to include Excellence/Small Group allocations and Chair's decisions) circulated to departments by Business Services.</li> <li>Chairs to notify faculty members of their performance assessments and PTR/Merit decisions/awards prior to July 1st.</li> </ul>
July^	15	<ul style="list-style-type: none"> <li>Departments to provide Dean's Office with PTR letter and CVs for all continuing faculty.</li> </ul>
August^	5th *	<ul style="list-style-type: none"> <li>Sessional Lecturer funding request to Budget, Planning &amp; Finance.</li> <li>Forecast as at July 31 - Operating and Summer Accounts - due to Budget, Planning &amp; Finance.</li> </ul>
September^		
October^		
November^	* 25th	<ul style="list-style-type: none"> <li>Forecast as at October 31 -Operating and TA Accounts - due to Budget, Planning &amp; Finance.</li> <li>Payroll errors and corrections sent to HR before December pay close.</li> </ul>
December^		
January^	20th 22nd Jan. - 28th Feb 29th Jan - 23rd Feb	<ul style="list-style-type: none"> <li>Receive communication re next year budget discussion meeting with Budget, Planning &amp; Finance.</li> <li>Draft budgets distributed to Business Officer &amp; Chair by Budget, Planning &amp; Finance, feedback to Budget, Planning &amp; Finance within 8 business days of distribution.</li> <li>Schedule budget meeting with Chair/Admin co-ord/Business Officer/Financial Officer and BP&amp;F as necessary.</li> </ul>
February^	* 22nd Jan. - 28th Feb 29th Jan - 23rd Feb	<ul style="list-style-type: none"> <li>Forecast as at January 31 - Operating and TA Accounts - due to Budget, Planning &amp; Finance.</li> <li>Schedule budget meeting with Chair/Admin co-ord/Business Officer/Financial Officer and Assistant Director, Academic Financial Operations.</li> <li>Draft budgets distributed to Business Officer &amp; Chair by Budget, Planning &amp; Finance, feedback to Budget, Planning &amp; Finance prior to meeting for Department review</li> </ul>
April^	11th 24th -3rd May	<ul style="list-style-type: none"> <li>Advertising and Search Cost Recovery request to the Dean's Office- VD Faculty</li> <li>Receive next Fiscal Year Base Budget Files.</li> </ul>

### Notes\* - ^

- 1. Departments are strongly encouraged to submit the forecast by the 7th working day from month-end**
- 2. The deadline to submit all forecasts is 10 business days following the month-end**
- 3. Business Officers with more than one department or other budgets to oversee are strongly encouraged to submit each forecast as they complete it, instead of submitting them all on the last day**

**# Timeline uncertain due to UTFA negotiations**