

Fiscal Year 2024-25 VP03 Budget Calendar

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