

Budget Dates to Remember

Operating Budget Process

Processes	Due Dates
<p>Analysis Tools available in drive (See Tools detail list on page 4 of the Las Cruces and Community College Operating Budget Preparation Material)</p>	<p>Last week of February</p>
<p>Departmental Budget preparation (using February data. See list of reports on page 5 of the Las Cruces and Community College Operating Budget Preparation Material)</p>	<p>Last week of February to last week of March</p>
<p>Tuition & Fee Rates and Budget Guidelines (Present proposed rates/guidelines to Board of Regents for approval)</p>	<p>Mid-March (30 day session) Early April (60 day session)</p>
<p>Department Budgets due to Budget Office (Reminder: files will be copied over from the shared drive O: to budget office files)</p>	<p>Last week of March</p>
<p>Budget Office reviews Department budgets and communicates back to departments regarding questions/concerns or issues</p>	<p>Month of April</p>
<p>Final NMSU Budget Due to Higher Education Department (HED)</p>	<p>May 1</p>
<p>Board of Regents approve NMSU’s Operating Budget</p>	<p>Second week of May</p>
<p>Receive HED budget approval</p>	<p>Early July</p>
<p>Place approved NMSU’s Operating Budget in O: Shared drive and Budget Office web-site</p>	<p>Early July</p>

Legislative Session Dates

Session Begins	Mid-January
Session Ends	Mid-February (30 day session) Mid-March (60 day session)
Deadline for Governor to sign House Bills	30 days after session ends

Original Budget Load Unrestricted Funds

Unrestricted Original Budget Loads prepared by departments	Mid-May to First week of June
Budget Office review and communication back to departments	Second and third week of June
New Fiscal Year Original Budget Loads posted to Banner	July 1

Year End Close

Year-end close usually starts around July 1 (after preliminary close) and ends around July 20 (after June final close)	July 1 to July 20
---	--------------------------

Report of Actuals

Report of NMSU’s Actual Expenditures (Actuals) Preparation	Third week in July to Mid -September
Place Report of Actuals in O: Shared drive and Budget Office web-site	After Mid-September

Internal I&G Budget Sheets

Distribution of preliminary I&G Budget Sheets with data as of March 31st (Submitted to HED on May 1, which is basically a projection for 7-1-xx)	Late May
I&G Original Budget Loads posted to Banner (Submitted to HED on May 1, which is basically a projection for 7-1-xx)	July 1
Distribution of final I&G Budget Sheets and Position Listings (Using True budget data as of July 1, 20xx)	Mid-August
I&G Revised Budget Loads posted to Banner (Using True budget data as of July 1, 20xx)	Mid-August

State I&G Budget Carry Forwards

I&G Budget Carry Forward preparation to include new year Operating Budget Reserve Calculation using new year budget submitted to HED	Late May to early June
I&G Budget Carry Forwards preparation	Mid-August
Notification of actual carry forwards sent to Deans and VPs as they have authority to manage the allocation of carry forward balances and are given the opportunity to do so at this time	Third week of August to Mid-September
I&G Budget Carry Forward re-allocations due to Budget Office	Mid-September
I&G Budget Carry Forwards posted to Banner	Prior to September close

Research & Public Service Projects

Enter current year budgets for Government Affairs	Mid-June
Review new year budgets submitted by departments for Government Affairs	Late June to early July