**First Quarter (July 1 – September 30)**

July Fiscal Year Begins

Finalize & Rank future fiscal year Operating & Capital Budget Requests

Finalize material for OIT Annual Report

Set up Utility Encumbrances

Journal Voucher (JV) deadline (prior FY)

Close Fixed Assets (Capital Inventory) (prior FY)

August Annual Billing for Recharge (Telephones, Servers, Shared Storage)

Distribute OIT Annual Report

September Begin Performance Based Budget (PBB) Report/Presentation

**Second Quarter (October 1 – December 31)**

October PBB Presentations (SW, UAA, UAF, UAS)

Federal FY Starts (per diem rate changes)

First Quarter Summary/Analysis – Purchasing Log Reconciliation

Management Report (UAF)

November Begin Inventory (UAF/SW)

Management Report (UAF)

December Contract Renewals for next Calendar Year

**Third Quarter (January 1 – March 31)**

January Begin TAB proposals for next FY

Finalize Inventory (UAF/SW)

Mid-Year Review for Recharges

Second Quarter Summary/Analysis – Purchasing Log Reconciliation

Management Report (UAF/SW)

Leave Projections (UAF/SW)

February Finalize TAB proposals for next FY

Recharge Proposal Planning Begins

March Begin Budget Structure for next FY

Begin Business Plans for next FY Recharge

Begin Renewal of Service Level Agreements for next FY

**Fourth Quarter (April 1 – June 30)**

April Next FY Recharge Proposals Due

Procurement Deadline (greater than $50,000)

Begin Updating/Drafting future FY Operating & Capital Requests

Third Quarter Summary/Analysis – Purchasing Log Reconciliation

Management Report (UAF)

Leave Projections (UAF)

May Procurement Deadlines (greater than $5,000)

Finalize Budget Structure for next FY

Finalize Service Level Agreements for next FY

Management Report (SW)

Leave Projections (SW)

June Procurement Ends

Final Billings for Recharge

Contract Renewals for next FY

Begin Collection of Annual Report Data

Utility Encumbrance Close Out

Reconcile/Review/Renew Grants & Contracts

Fiscal Year Ends

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