

**University Budget Office  
Budget Cycle\***

<b>Month</b>	<b>Timeline</b>	<b>Item</b>
<b>November, Previous FY</b>	Mid-Late November	The CSU Trustee's Budget Is Available
<b>December, Previous FY</b>		
<b>January, Previous FY</b>	Mid January	Governor's Budget Is Available
<b>February, Previous FY</b>	Mid February Late February Late February	Governor's Budget Detail By CSU Campus Distributed By the Chancellor's Office University Budget Office Comparison Of Current FY Budgets to and Initial Budgets for Upcoming Fiscal Year High Priority Budget Items Identified by President & Staff
<b>March, Previous FY</b>		
<b>April, Previous FY</b>		
<b>May, Previous FY</b>	Early May Mid May Late May	University Budget Office Requests FIRMS & Begin Base Budget Data (Due Mid-July) May Revise Of The State Of California Budget Is Released University's CSU Operating Fund Base Budget Is Finalized
<b>June, Previous FY</b>	June 30 June 30	Fiscal Activity Ends For University Departments Governor Officially Signs The State Budget
<b>July</b>	Mid July Mid July	Begin Base Budget Submission Data Due In The University Budget Office Previous Fiscal Year Officially Closes, PeopleSoft Finance Now Reflects Current Year Activity
<b>August</b>	Early August Mid August	All Begin/Initial Base Budgets Are In PeopleSoft University Budget Office Submits The University's Base Budget To The Chancellor's Office (FIRMS)
<b>September</b>	Early September Mid September	Encumbrance Budgets Are Posted Carry Forward Balances Are Posted
<b>October</b>	Early October Mid October Late October	Base and One Time Budget Priorities from Sources And Uses Are Posted AVP Sends Reminder To Campus Departments Regarding Upcoming Mid Year Reporting SJSU Annual Budget Report Distributed To Senior Management
<b>November</b>	Early November Early November	SJSU Annual Budget Report Released to Campus Via Web Request Goes Out From The University Budget Office For Mid Year Reporting Data
<b>December</b>	Early December Mid-Late December	Presentation Of SJSU's Annual Budget Report To The Academic Senate (Campus CFO) Divisions' Mid Year Reporting Data Due In The University Budget Office
<b>January</b>	Mid-Late January	Mid Year Reporting Data Due From The Budget Office To The CFO
<b>February</b>	Early February Late February	University's Mid Year Analyses Presented To The President & Staff University Budget Office Comparison Of Current FY Budgets to and Initial Budget for Upcoming Fiscal Year
<b>March</b>		
<b>April</b>		
<b>May</b>		
<b>June</b>	June 30	Fiscal Activity Ends For University Departments

\* Cycle provided as a rough estimate to assist in planning purposes.  
Please contact The University Budget Office for Actual Fiscal Year Deadlines