

Important Dates - Budget, Planning & Finance

Month	Dates	Description of Activities
May	18th 31st 27th to 31st	<ul style="list-style-type: none"> • Final Deadline for Carryforward Overage Plan Submission to the Dean's Office • Email from Budget, Planning & Finance Financial Officer with Funding Summary (Documents to be sent via email and meeting is optional) • PTR point results to Budget, Planning & Finance (as per notice from Dean's Office). • Dean's Excellence/Small Group award nominations are due to Dean's Office.
June	19th to 26th	<ul style="list-style-type: none"> • Final PTR/Merit award distribution and histograms (to include Excellence/Small Group allocations and Chair's decisions) circulated to departments by Business Services. • Chairs to notify faculty members of their performance assessments and PTR/Merit decisions/awards prior to July 1st.
July	13th	<ul style="list-style-type: none"> • Departments to provide Dean's Office with PTR letter and CVs for all continuing faculty.
August	7th	<ul style="list-style-type: none"> • Sessional Lecturer funding request to Budget, Planning & Finance.
September	30th	<ul style="list-style-type: none"> • Sessional Lecturer funding transferred to departments (if required)
October	~ 16th 30th	<ul style="list-style-type: none"> • Updated TA hours funding information provided to departments • Summer Budget reconciliation and sweep (if applicable) if all expenses are complete.
November	13th* 23rd 30th	<ul style="list-style-type: none"> • Q2 Forecast as at October 31 -Operating and TA Accounts - due to Budget, Planning & Finance. • Payroll errors and corrections sent to HR before December pay close. • Deadline to submit new or updated TA rationale forms for review for the following fiscal year- process in the link below: <u>LINK to TA rationale form guidance</u>
December	TBC	<ul style="list-style-type: none"> • Receive communication re next year budget discussion meeting with Budget, Planning & Finance.
January	20th Jan - 26th Feb By Jan 30th	<ul style="list-style-type: none"> • Draft budgets distributed to Business Officer & Chair by Budget, Planning & Finance, feedback to Budget, Planning & Finance within 8 business days of distribution. • Financial Officer to schedule 2027-28 base budget meeting with department.
February	12th* 25th Jan - 26th Feb	<ul style="list-style-type: none"> • Q3 Forecast as at January 31 - Operating and TA Accounts - due to Budget, Planning & Finance. • 2027-28 Budget meeting with Chair, Business Officer/Manager, BP&F Director, Assistant Director and Financial Officer
March	15th	<ul style="list-style-type: none"> • Payroll errors and corrections sent to HR before March pay close.
April	10th 15th ~ 20th TBC TBC May 1st	<ul style="list-style-type: none"> • Advertising and Search Cost Recovery request to the Dean's Office- VD Faculty • Year End accruals sent to Budget, Planning & Finance for processing. • Final Budget Transfers sent to Budget, Planning & Finance for processing. • Final TA Budget Sweep (if applicable). • Year End Carryforward Sweep (if applicable). • Distribution of 2027-28 Fiscal Year Base Budget Files.

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