Fiscal Year 2025-26 Budget Preparation and Analysis Timeline

January 22, 2025   Email distribution to Budget Managers to kick off budget process
- Sign-up begins for FY26 Budget Preparation Individual Working Sessions

The Budget website now available for entering capital (furniture, equipment and renovation), non-recurring operating expenses, and student salary requests

Colleague Budget Management Module now available for entering operating budgets

Jan 27-31, Feb 3-7, 2025   Budget Preparation Individual Working Sessions (Zoom) with Controller's Office Budget Team

February 10, 2025   Deadline for electronic submission of all budget requests
- Technology, capital, non-recurring operating expense, student salary and work study requests via the budgeting.naz.edu website.
- Operating expense budgets via Colleague Budget Management Module

Lockdown of Colleague Budget Management Module
- Data collected will be analyzed by the Controller's Office

February 28, 2025   **DRAFT** operating expense budget reports distributed to Deans and VP's
- Analytics and reporting provided by Controller's Office
- Deans and VP's to review and send final adjustments to Controller's Office

March 7, 2025   Submission deadline for final revisions to Controller's Office for final analysis and compilation

April 24, 2025   2025-26 budget proposal is presented to the Finance Committee of the Board of Trustees for approval

July 1, 2025   The FY26 budget will be posted to Naznet Self Service and available for viewing