NAZ
NAZARETH UNIVERSITY

Fiscal Year 2024-2025 Budget Preparation and Analysis Timeline

January 16, 2024   Email distribution to Budget Managers to kickoff budget process
- Sign-up begins for FY25 Budget Preparation Individual Working Sessions

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

Colleague Budget Management Module now available for entering operating budgets

January 22-26, 2024   Budget Preparation Individual Working Sessions (Zoom) with Controller's Office Budget Team

February 9, 2024   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 into Colleague Budget Management Module
Lockdown of Colleague Budget Management Module
- Data collected will be analyzed by the Controller's Office

February 28, 2024   **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 6, 2024   Submission deadline for final revisions to Controller's Office for final analysis and compilation

April 18, 2024   2024-25 budget proposal is presented to the Finance Committee of the Board of Trustees for approval

July 1, 2024   The FY25 budget will be posted to Naznet Self Service and available for viewing