

UNT | DALLAS™

UNIVERSITY OF NORTH TEXAS AT DALLAS

FY2025 BUDGET PROCESS CALENDAR

ACRONYMS	DESCRIPTION
FY	Fiscal Year: FY2025 begins 9/1/2024 and ends 8/31/2025
UBAC	University Budget Advisory Committee: includes members from each division, Faculty Senate, Staff Council, and the Student Government Association
SIF	Strategic Initiative Funding: budget requests that are related to the five-year strategic plan

DATE	ACTION
February 5-March 4	Axiom software open for budget users to: a) Submit FY2025 budget requests b) Allocate revenue and expense budget for auxiliary and fee funds
February 6	In-person Axiom training session - 10:00-11:00 in Dal 1, Room 201H
February 9	Virtual Axiom training - 11:00-12:00
February 15	In-person Axiom training session - 1:00-2:00 in Law Center, Room 240
February 22	Virtual Axiom training - 2:00-3:00
March 4	Deadline for submission of: a) Budget request forms in Axiom b) Personnel budget request forms c) Fee & auxiliary budget allocations in Axiom
March 7	Deadline for all approvals to be complete for: a) Budget request forms in Axiom b) Personnel budget request forms - must be fully approved and submitted to budget office
March 19	UBAC kick-off meeting - 11:00-12:00
April 4	UBAC member training session for SIF request review and scoring in Axiom - 11:00-12:00
April 4-15	Window for UBAC members to review SIF requests in advance of hearings
April 16-18	Budget hearings held for SIF requests
April 23	Hybrid UBAC deliberations - 10:00-12:00 in Dal 1, Room 270
May 3	Deadline for UBAC scoring submissions
August 15-16	Consolidated budget presented for approval at Board of Regents meeting
August 19	Approved FY2025 budgets available for review in Axiom
August 20	UBAC wrap-up meeting - 10:00-11:00
September 1	Consolidated UNTD budget posted on Finance & Administration webpage
September 1	Board approved budgets available for use