

Upcoming Budget Related Deadlines and *Events*

Date	Action/ <i>Event</i>	Resources for More Information
10/1/2024	Request Updates to Fund Purpose Statements - EXTENDED to 10/18	Base Budget instructions
10/10/2024	<i>Change Budget Kickoff</i>	
10/11/2024	<i>Capital Change Budget Kickoff</i>	
10/11/2024	Agency Requests for FY 2025 Repairs & Renovations funds	Memo on state agency R&R requests for R&R Reserve funds
10/15/2024	<i>Evidence Training (optional)</i>	Evidence Training Registration
10/17/2024	<i>Agency and UNC Base Budget Office Hours – Receipt Analysis</i>	Base Budget instructions
10/18/2024	Submit proposed pay plan estimates	FY 2024-25 Calculating Pay Plan Reserve Requests
10/22/2024	<i>Evidence Training (registration closed)</i>	
10/22/2024	Submit revisions adjusting receipts based on receipts analysis	Base Budget instructions
10/24/2024	<i>Agency Base Budget Office Hours – Salary Reserve/Personnel and Intra- and Inter-Governmental Transfers</i>	Base Budget instructions
10/24/2024	<i>UNC Base Budget Office Hours - Worksheet I Increase/Decrease Entries</i>	Base Budget instructions
10/29/2024	Submit revisions reconciling Intra-Governmental Transfers	Base Budget instructions
10/31/2024	<i>Agency Base Budget Office Hours - Worksheet I Entries and Budget Restructuring Plans</i>	Base Budget instructions
11/07/2024	<i>UNC Base Budget Office Hours - Worksheet I Actual Forms</i>	Base Budget instructions
11/12/2024	Submit all Worksheet 1 Entries and Budget Restructuring Plans	Job Aids on Worksheet I Guide and Budget Restructuring
11/22/2024	Finalize all approved budget revisions for Base Budget & all Worksheet I entries	Base Budget instructions

12/6/2024	Submit Justification Documentation Form (JDF) and IT Request Survey	Job Aids on JDF and Information Technology Requests
12/6/2024	Submit ABC Lists for Capital and R&R items	Job Aids on Capital R&R and New Capital Project Requests
12/13/2024	Report Impact of Federal Government Shutdown	Memo requesting impact report of federal government shutdown
1/17/2025	Submit final Worksheet IIs, Worksheet IIIs, OC-25s and Special Provision forms	2025-27 Change Budget Instructions
2/17/2025	Submit final Special Provision language	Job Aid on Special Provisions