

**Budget Construction
Activity and Deadline Schedule
FY 2023-24**

June 1	Deadline to have new accounts set up in KFS to flow into BC to support new year funding plans.
June 13	Draft Budget allocation control sheets for appropriated and non-appropriated subfunds distributed to units.
June 20 16	Final Budget allocation control numbers for appropriated and non-appropriated subfunds distributed to units.
June 26	Budget Construction goes “live”. Coordinators begin developing FY24 budgets using Budget Construction. (Results of current salaries and fringe rates applied.)
June 28	Budget Construction Open House (Morgan Library Room 175) 2PM – 4PM
July 3	Department name/number changes completed and new year chart of accounts updated to reflect remapping.
July 10	Deadline for non-college areas to complete Budget Construction/KFS budget input. Must balance to control numbers. NO EXCEPTIONS.
July 17	Deadline for colleges areas and agencies to complete Budget Construction/KFS budget input, including college accounts. Must balance to control numbers. NO EXCEPTIONS.
June 26 – July 21	Upon receipt of completed areas, review process will be done on a first in, first out basis. Once all areas have been reviewed the Budget Office completes reconciliation of all sub fund groups to control totals.
July 26	Load Budget Construction budgets to KFS. (Office of Budgets)
July 31	July month end accounting reports generated.