University of Arkansas Libraries
Budget Planning Cycle

| July         |  Fiscal New Year Start-Up  
|             |  Library accountant notifies library about endowment income.  
|             |  Selectors advised to begin ordering, assuming there are no budgetary constraints.  
| August      |  Estimate price increases  
| September   |  2nd week of the month, fall meeting with faculty liaisons.  
| October     |  Oct. 1, Monographic funds should be 30% submitted.  
|             |  Oct. 30, Monographic funds should be 30% encumbered.  
| December    |  Dec. 1, Monographic funds should be 50% submitted.  
|             |  Dec. 30, Monographic funds should be 50% encumbered.  
| January     |  Jan. 31, All non-U.S. source orders (printed format) should be submitted by January 31st to allow for shipping time and payment to be completed before the end of the fiscal year.  
| March       |  March 1, Monographic funds should be 90% submitted.  
|             |  March 30, Monographic funds should be 90% encumbered.  
|             |  March 1, Subject group orders due.  
|             |  Budget Proposals due to the University.  
| April       |  April 1, 100% of orders must be submitted.  
|             |  April 15, final ebook ordering deadline. (Must allow time for record and invoice delivery plus payment).  
|             |  2nd week of the month, spring meeting with faculty liaisons.  
| May         |  Uncommitted general funds pooled for special purchases.  
| June        |  June 30, fiscal year end close.  

Notes:

- Budget allocations from the University are distributed one-time during the year and have not been on a set schedule. The timing of Library allocations is heavily dependent on the timing of University allocations.
- Funds for reserves, faculty publications, replacements, and some awards titles are available year round.
- It is an increasing trend that books go out of print very quickly.
- Early ordering is encouraged where possible. It is difficult for acquisitions staff to handle large numbers of orders received on or near the deadline.