

University of Arkansas Libraries Budget Planning Cycle

July	<ul style="list-style-type: none"> ▪ Fiscal New Year Start-Up ▪ Library accountant notifies library about endowment income. ▪ Selectors advised to begin ordering, assuming there are no budgetary constraints.
August	<ul style="list-style-type: none"> ▪ Estimate price increases
September	<ul style="list-style-type: none"> ▪ 2nd week of the month, fall meeting with faculty liaisons.
October	<ul style="list-style-type: none"> ▪ Oct. 1, Monographic funds should be 30% submitted. ▪ Oct. 30, Monographic funds should be 30% encumbered.
December	<ul style="list-style-type: none"> ▪ Dec. 1, Monographic funds should be 50% submitted. ▪ Dec. 30, Monographic funds should be 50% encumbered.
January	<ul style="list-style-type: none"> ▪ 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	<ul style="list-style-type: none"> ▪ 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	<ul style="list-style-type: none"> ▪ 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	<ul style="list-style-type: none"> ▪ Uncommitted general funds pooled for special purchases.
June	<ul style="list-style-type: none"> ▪ 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.