

**BUDGET CALENDAR**  
**FISCAL YEAR 2025**

**JULY 2024**

12 – FY25 budget development information due to USG.

**SEPTEMBER 2024**

Early September – Submit preliminary Fall enrollment numbers to USG.

01 - Distribute FY26 budget requests template to Vice Presidents.

11 – FY24 Carry-Forward Report Due

13 – FY24 Annual Expenditure Report (AER) due to USG.

- The report summarizes data into standard “functions” and provides other comparison data allowing us to assess financial competitiveness in several areas.

15 – Info requested for anticipated positions.

30 – VPEM, Provost, & EVP work together to set Next Academic Year enrollment targets and submit to President for approval.

30 – Gather dining utilization rates and proposed dining rates from Director of Auxiliary Services / Food Services Contractor.

30 – Distribute housing proposed rates and information requests to Director of Residence Life, Director of Auxiliary Services, VP Student Affairs and EVP, Finance and Operations.

**OCTOBER 2024**

Mid Oct – VPEM, Provost, & EVP revise Current year Spring & Summer enrollment targets, if necessary, with President’s approval.

**NOVEMBER 2024**

Early Nov – Student Affairs Committee Meeting to approve mandatory fee budgets.

01 – Budget Hearing Narrative due to USG.

- Utilize information gathered at internal budget hearings plus data from Academic Affairs, Office of Technology Resources, Office of Institutional Effectiveness and Admissions to complete budget hearing templates and data submissions.

15 – FY24 Auxiliary and Student Activities Carry-Forward Report due to USG.

**DECEMBER 2024**

Mid Dec – Distribute elective fee requests to applicable budget managers and VPs.

- Fee managers must now fill out an Elective Form, which details expected revenues and expenses as well as the reasoning behind the fee or fee increase/decrease. Approval signatures

are required by the Department/Division head, area VP, as well as EVP, Finance and Operations and the President.

Mid Dec – Distribute approved mandatory fee requests information to applicable budget managers & VPs.

## **JANUARY 2025**

17 – Housing Rates & Data due to USG.

17 - Dining Rates & Data due to USG.

31 – FY25 Mandatory Fees due to USG.

FY25 Elective Fees due to USG.

Five-Year Auxiliary Business Plans due to USG.

Five-Year PPV Projections and updated 10 Year Cash Flow Projections due to USG.

## **February 2025**

06 - Vice Presidents present FY25 budget requests.

## **MARCH 2025**

01 - Staff evaluations due to HR.

Mid-March – Office of Budget & Planning begins preparing new fiscal year budget.

## **APRIL 2025**

01 – Office of Budget & Planning pulls salary information for FY26 budget and prepares salary worksheets for distribution (if applicable).

08 – Promotions and salary adjustments for review and submission to Dr. Blake for approval.

15 – Get Allocations from USG. This will include State Appropriations, increase in Tuition, and any funds for raises (if applicable).

End of April – Last day for Pcards

## **MAY 2025**

02 – FY25 budget due to USG.

02 – Spending is cut off and access to ePro is removed. Any requests for spending after this date must be done through the YE Request form, which goes to Office of Budget & Planning for approval. Any order placed before or on this date must be in the ePro system. (Does not apply to Auxiliary or Fee Budgets.)

05 – Operating budgets are swept.

15 – FY26 Original Budget presented to BOR for approval.

Mid-May – Begin process for faculty contracts and staff letters (if any).

**JUNE 2025**

Early June – Start reviewing year-end requests and approve (if funding is available).

Mid-June – travel budgets swept.

**Please note: Dates are subject to change.**