

Detailed Budget Planning Calendar

April 1, 2022 through August 31, 2022

Task Starting Date	Task Ending Date	Description	Owner
April 2022			
Friday, April 1, 2022		RMA projects Fee Revenues	RMA
Friday, April 22, 2022		RMA communicates budget submission process to all of the areas	RMA
May 2022			
Friday, May 6, 2022		Preliminary 2022-23 Operating Budget due (UBOT-Finance meeting-5/24/22)	RMA
Tuesday, May 10, 2022	Monday, May 23, 2022	Labor Plans for June 30 Salary Category Detail (SCD) Submission are open in BBS	ALL
Monday, May 23, 2022		Departments must balance Position Data for All Funding Sources in BBS for June 30 SCD by 5:00 p.m.	ALL
Monday, May 23, 2022		Access to Labor Plans in BBS are switched to Read Only at 5:01 p.m.	RMA
Tuesday, May 24, 2022		UBOT Finance Committee Meeting	
June 2022			
Thursday, June 2, 2022 -	Thursday, July 21, 2022	Labor and Budget Plans for FY2023 become available in BBS	ALL
Friday, May 20, 2022 -	Friday, June 10, 2022	RMA produces June 30th year-end SCDF	RMA
Friday, June 10, 2022	Wednesday, June 15, 2022	June 30th year-end SCDF - Executive Review	RMA
Friday, June 10, 2022		FY23 Labor and Budget Plans are due in BBS for 7/1 opening budget	ALL
Friday, June 10, 2022		RMA takes a snapshot of Labor and Budget Plans in BBS for 7/1 opening budget	RMA
Monday, June 13, 2022 -	Friday, June 24, 2022	RMA begins uploading expense & revenue budget data to CC_ORG ledgers for FY2023 for 7/1 opening budget	RMA
Friday, June 11, 2021	Thursday, July 21, 2022	Areas update Labor and Budget Plans in BBS with new resources	ALL
Wednesday, June 15, 2022		UBOT Board Meeting	
Thursday, June 16, 2022		Preliminary information for Faculty Practice & Research is provided to RMA	FP/ORI
Friday, June 17, 2022		June 30 SCDF due to Board of Governors	RMA
Friday, June 17, 2022		USF submits UBOT Approval of Preliminary Operating Budget to Board of Governors	RMA
Friday, June 17, 2022		General Revenue (including PBF)/Lottery estimated for FY23	CFO
Friday, June 17, 2022		Preliminary Tuition Estimate for FY 2023	RMA
July 2022			
Friday, July 1, 2022		FY 2022-23 Budget opens in FAST (budget for all funding sources except C&G and DSOs must be posted prior to this date)	RMA
Tuesday, July 12, 2022		Tuition/GR (Incl PBF)/Lottery for FY23 are finalized	CFO
Tuesday, July 12, 2022		RMA communicates BOG Control Totals to all USF campuses	RMA
Tuesday, July 12, 2022		RMA communicates preliminary Carry Forward (CF) balances	RMA
Friday, July 15, 2022		CF Spend Plans due in BBS for TPA Colleges & Units	RMA
Thursday, July 21, 2022		FY23 CF Spending is due to in BBS	RMA
Friday, July 22, 2022		Labor and Budget Plans for FY2023 are due in BBS including CF	RMA
Friday, July 22, 2022		RMA takes a snapshot of Labor and Budget Plans in BBS to re-post the Operating Budget (OB) in CC_ORG ledgers	RMA
Friday, July 22, 2022 -	Tuesday, August 2, 2022	RMA produces August OB	RMA
Friday, July 22, 2022		OB Information for Faculty Practice loaded in HUB Mart & Research provides projections to RMA	FP/ORI
Tuesday, July 26, 2022		USF Sarasota Manatee Campus Board (approval of campus budget recommendation)	USFSM
August 2022			
Tuesday, August 2, 2022 -	Wednesday, August 3, 2022	RMA loads E&G Budgets into BUDGETS Ledger based on August OB	RMA
Tuesday, August 2, 2022 -	Friday, August 5, 2022	RMA builds final 2022-23 OB	RMA
Wednesday, August 3, 2022		FY 2022-23 Final OB due to UBOT Finance Committee for approval	RMA
Thursday, August 4, 2022		USF St. Petersburg Campus Board (approval of campus budget recommendation)	USFSP
Tuesday, August 9, 2022 -	Wednesday, August 10, 2022	RMA prepares OB Supplemental Schedules for Executive Review	RMA

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Monday, August 15, 2022		FY 2022-23 OB Executive Review	RMA
Tuesday, August 16, 2022		UBOT Finance Committee Meeting	
Friday, August 19, 2022		FY 2022-23 OB due to Board of Governors (BOG)	RMA
Friday, August 19, 2022 -	Monday, August 29, 2022	RMA unposts opening budget and loads E&G budgets from BUDGETS Ledger into CC_ORG as Original Budget	RMA
Tuesday, August 30, 2022 -	Wednesday, August 31, 2022	RMA finalizes all budgets in CC_ORG ledgers	RMA

ABBREVIATION KEY:

- BBS Bulls Budget System
- BOG Board of Governors
- C&G Contracts and Grants
- CF Carry Forward
- CFO Chief Financial Officer, TPA
- DSO Direct Support Organization
- FP Faculty Practice
- OB Operating Budget
- ORI Office of Research and Innovation
- RMA Resource Management and Analysis
- SCD Salary Category Detail
- UBOT University Board of Trustees
- BOG Board of Governors

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