

## Detailed Budget Planning Calendar

March 1, 2024 through August 31, 2024

Task Starting Date	Task Ending Date	Description	Owner
<b>March 2024</b>			
Wednesday, January 31, 2024 - Monday, March 11, 2024 - Monday, March 18, 2024	Friday, March 8, 2024 Friday, March 22, 2024	Course Fees Submissions BFA Reviews fees requests	BFA
Friday, March 1, 2024 -	Friday, March 29, 2024	UBOT Meeting College and Units budget reviews with VP/SVP	
<b>April 2024</b>			
Monday, April 1, 2024 Monday, April 1, 2024 Thursday, April 18, 2024		BFA projects Fee Revenue Summary submission to BFA - College and Units budget reviews with VP/SVP UBOT ACE Accountability Plan Workshop	BFA BFA
Tuesday, April 2, 2024 -	Tuesday, April 30, 2024	Budget submissions - reviewed by Senior Leadership	
<b>May 2024</b>			
Wednesday, May 1, 2024 Wednesday, May 1, 2024 Tuesday, May 14, 2024 Friday, May 17, 2024 Friday, May 17, 2024 Tuesday, May 21, 2024	Friday, May 17, 2024	UBOT Budget Workshop Labor Plans for June 30 Salary Category Detail (SCD) Submission are open in BBS UBOT Committee Meetings <b>Departments must balance 2023-24 Salary and Position Data for All Funding Sources in BBS for June 30 SCD by 5:00 p.m.</b> Access to Labor Plans in BBS are switched to Read Only at 5:01 p.m. UBOT Committee Meetings	ALL BFA
Wednesday, May 22, 2024 -	Friday, May 31, 2024	BFA communicates preliminary E&G and Carryforward budgets	BFA
<b>June 2024</b>			
Friday, May 17, 2024 - Monday, June 3, 2024 - Tuesday, June 4, 2024 Friday, June 7, 2024 Friday, June 14, 2024 Friday, June 14, 2024 Friday, June 14, 2024 - Monday, June 17, 2024	Thursday, June 6, 2024 Friday, June 14, 2024 Friday, June 7, 2024 Friday, June 21, 2024 Thursday, July 25, 2024	BFA produces June 30th year-end SCDF Labor and Budget Plans for FY2025 become available in BBS UBOT Board Meeting (OB Approval) June 30th year-end SCDF - Executive Review <b>FY25 Labor and Budget Plans are due in BBS for 7/1 opening budget (including CF)</b> BFA takes a snapshot of Labor and Budget Plans in BBS for 7/1 opening budget BFA begins uploading expense & revenue budget data to CC_ORG ledgers for FY24 for 7/1 opening budget Areas update Labor and Budget Plans in BBS with new resources	BFA ALL BFA ALL BFA BFA ALL
Friday, June 14, 2024 Friday, June 14, 2024 Wednesday, June 19, 2024 - Friday, June 21, 2024 Friday, June 21, 2024 Friday, June 28, 2024	Friday, June 21, 2024	<b>June 30 SCDF due to Board of Governors</b> <b>USF submits UBOT Approval of Preliminary Operating Budget to Board of Governors</b> <b>FL Board of Governors Meeting</b> General Revenue (including PBF)/Lottery estimated for FY25 Preliminary Tuition Estimate for FY25 OB Information for Faculty Practice loaded in HUB Mart (based on BOT approved plan)	BFA BFA CFO BFA FP
<b>July 2024</b>			
Friday, July 5, 2024 Friday, July 12, 2024 Friday, July 12, 2024 Friday, July 12, 2024 - Monday, July 22, 2024 Friday, June 14, 2024	Friday, July 19, 2024 Friday, September 20, 2024 Thursday, July 25, 2024	FY 2024-25 Budget opens in FAST (budget for all funding sources except C&G and DSOs must be posted prior to this date) <b>Tuition/GR (Incl PBF)/Lottery for FY25 are finalized</b> BFA communicates BOG Control Totals to all USF campuses Budget Entity Contacts finalize campus E&G budgets Institutes & Centers FY24 Actual Spending Report for BOT <b>Areas update Labor and Budget Plans in BBS with new resources</b>	BFA CFO BFA Campus Reps I&C Reps ALL

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<b>August 2024</b>			
Friday, August 2, 2024 -	Thursday, August 15, 2024	BFA loads E&G Budgets into BUDGETS Ledger based on August OB SCD	BFA
Friday, August 2, 2024 -	Thursday, August 15, 2024	BFA builds final 2024-25 OB	BFA
Tuesday, August 20, 2024		UBOT Committee Meetings	CFO/BFA
Friday, August 9, 2024 -	Thursday, August 15, 2024	BFA prepares OB Supplemental Schedules for Executive Review	BFA
Wednesday, August 14, 2024		FY 2024-25 OB Executive Review	BFA
Friday, August 16, 2024		<b>FY 2024-25 OB due to Board of Governors (BOG)</b>	BFA
Monday, August 19, 2024 -	Friday, August 23, 2024	BFA unposts opening budget and loads E&G budgets from BUDGETS Ledger into CC_ORG as Original Budget	BFA
Friday, August 23, 2024 -	Friday, August 23, 2024	BFA finalizes all budgets in CC_ORG ledgers	BFA
Tuesday, August 27, 2024		UBOT Committee Meetings	CFO/BFA
<b>September 2024</b>			
Monday, September 2, 2024		True-Up budget as needed for E&G and Carryforward	BFA
Monday, July 22, 2024	Friday, September 20, 2024	Institutes & Centers FY24 Actual Spending Report for BOT	BFA

**ABBREVIATION KEY:**

BBS	Bulls Budget System
BOG	Board of Governors
C&G	Contracts and Grants
CF	Carry Forward
CFO	Chief Financial Officer
DSO	Direct Support Organization
FP	Faculty Practice
OB	Operating Budget
BFA	Budget and Financial Analysis
SCD	Salary Category Detail
UBOT	University Board of Trustees