

Detailed Budget Planning Calendar

April 1, 2021 through August 31, 2021

Task Starting Date	Task Ending Date	Description	Owner
April 2021			
Thursday, April 08, 2021		RMA projects Financial Aid Fee Revenue	RMA
Tuesday, April 13, 2021		UBOT Finance Committee Meeting	
Thursday, April 22, 2021		RMA communicates budget submission process to all of the areas	RMA
May 2021			
Friday, May 07, 2021		Preliminary 2021-22 Operating Budget due (UBOT-Finance meeting-5/25/21)	RMA
Monday, May 10, 2021	Friday, May 21, 2021	Labor Plans for June 30 Salary Category Detail (SCD) Submission are open in BBS	ALL
Friday, May 21, 2021		Departments must balance 2020-21 Salary and Position Data for All Funding Sources in BBS for June 30 SCD by 5:00 p.m.	ALL
Friday, May 21, 2021		Access to Labor Plans in BBS are switched to Read Only at 5:01 p.m.	RMA
Tuesday, June 01, 2021 -	Monday, June 14, 2021	Labor and Budget Plans for FY2022 become available in BBS	ALL
Tuesday, May 25, 2021		UBOT Finance Committee Meeting	
June 2021			
Friday, May 21, 2021 -	Monday, June 14, 2021	RMA produces June 30th year-end SCDF	RMA
Tuesday, June 08, 2021		UBOT Board Meeting	
Friday, June 11, 2021	Tuesday, June 15, 2021	June 30th year-end SCDF - Executive Review	RMA
Monday, June 14, 2021		FY22 Labor and Budget Plans are due in BBS for 7/1 opening budget	ALL
Monday, June 14, 2021		RMA takes a snapshot of Labor and Budget Plans in BBS for 7/1 opening budget	RMA
Monday, June 14, 2021 -	Friday, June 25, 2021	RMA begins uploading expense & revenue budget data to CC_ORG ledgers for FY2022 for 7/1 opening budget	RMA
Tuesday, June 15, 2021	Wednesday, July 21, 2021	Areas update Labor and Budget Plans in BBS with new resources	ALL
Friday, June 18, 2021		June 30 SCDF due to Board of Governors	RMA
Friday, June 18, 2021		USF submits UBOT Approval of Preliminary Operating Budget to Board of Governors	RMA
Friday, June 18, 2021		General Revenue (including PBF)/Lottery estimated for FY22	CFO
Friday, June 18, 2021		Preliminary Tuition Estimate for FY 2022	RMA
July 2021			
Thursday, July 01, 2021		FY 2021-22 Budget opens in FAST (budget for all funding sources except C&G and DSOs must be posted prior to this date)	RMA
Monday, July 12, 2021		Tuition/GR (Incl PBF)/Lottery for FY22 are finalized	CFO
Monday, July 12, 2021		RMA communicates BOG Control Totals to all USF campuses	RMA
Monday, July 12, 2021		RMA communicates preliminary Carry Forward (CF) balances	RMA
Wednesday, July 21, 2021		USF Sarasota Manatee Campus Board (approval of campus budget recommendation)	USFSM
Wednesday, July 21, 2021		FY22 CF Spending is due to in BBS	RMA
Wednesday, July 21, 2021		Labor and Budget Plans for FY2022 are due in BBS including CF	RMA
Wednesday, July 21, 2021		RMA takes a snapshot of Labor and Budget Plans in BBS to re-post the Operating Budget (OB) in CC_ORG ledgers	RMA
Thursday, July 22, 2021 -	Monday, August 02, 2021	RMA produces August OB SCDF	RMA
Thursday, July 22, 2021		OB and SCD Information for Faculty Practice loaded in HUB Mart	FP
Thursday-Friday July 29-30, 2021		USF St. Petersburg Campus Board Budget Workshop	USFSP
August 2021			
Monday, August 02, 2021 -	Tuesday, August 03, 2021	RMA loads E&G Budgets into BUDGETS Ledger based on August OB SCD	RMA
Monday, August 02, 2021 -	Friday, August 06, 2021	RMA builds final 2021-22 OB	RMA
Tuesday, August 03, 2021		USF St. Petersburg Campus Board (approval of campus budget recommendation)	USFSP
Tuesday, August 03, 2021		FY 2021-22 Final OB due to UBOT Finance Committee for approval	RMA

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Monday, August 09, 2021 - Tuesday, August 10, 2021	Tuesday, August 10, 2021	RMA prepares OB Supplemental Schedules for Executive Review UBOT Finance Committee Meeting	RMA
Wednesday, August 18, 2021 Friday, August 20, 2021		FY 2021-22 OB and SCD Executive Review FY 2021-22 OB & SCD due to Board of Governors (BOG)	RMA RMA
Thursday, August 19, 2021 - Wednesday, August 25, 2021	Monday, August 23, 2021 Thursday, August 26, 2021	RMA unposts opening budget and loads E&G budgets from BUDGETS Ledger into CC_ORG as Original Budget RMA finalizes all budgets in CC_ORG ledgers	RMA 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
RMA	Resource Management and Analysis
SCD	Salary Category Detail
UBOT	University Board of Trustees
BOG	Board of Governors

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