

## Detailed Budget Planning Calendar

April 1, 2023 through August 31, 2023

Task Starting Date	Task Ending Date	Description	Owner
<b>February 2023</b>			
Thursday, December 8, 2022 - Tuesday, February 21, 2023	Thursday, March 23, 2023	Support Unit Budget Presentations UBOT Finance Committee Meeting	
Tuesday, February 14, 2023 -	Tuesday, April 4, 2023	College Budget Presentations	
<b>March 2023</b>			
Tuesday, March 7, 2023		UBOT Meeting	
Wednesday, March 15, 2023 - Friday, March 31, 2023	Friday, April 28, 2023	Course Fees Submissions RMA projects Fee Revenue	RMA
<b>April 2023</b>			
Wednesday, April 26, 2023		USF Sarasota Manatee Campus Board (approval of campus budget recommendation)	USFSM
Thursday, April 27, 2023		UBOT Budget Workshop	
Friday, April 28, 2023		Deadline to submit any fee changes for 2023-2024 academic year	ALL
<b>May 2023</b>			
Monday, May 1, 2023 - Monday, May 1, 2023	Friday, May 5, 2023 Friday, May 19, 2023	RMA Reviews fees requests Labor Plans for June 30 Salary Category Detail (SCD) Submission are open in BBS	RMA ALL
Tuesday, May 16, 2023		USF St. Petersburg Campus Board (approval of campus budget recommendation)	USFSP
Friday, May 19, 2023		Departments must balance 2022-23 Salary and Position Data for All Funding Sources in BBS for June 30 SCD by 5:00 p.m.	ALL
Friday, May 19, 2023		Access to Labor Plans in BBS are switched to Read Only at 5:01 p.m.	RMA
Monday, May 22, 2023 -	Wednesday, May 31, 2023	RMA communicates FY24 E&G and Carryforward budgets	RMA
Tuesday, May 23, 2023 -	Wednesday, June 14, 2023	Labor and Budget Plans for FY2024 become available in BBS	ALL
Tuesday, May 23, 2023		UBOT Finance Committee Meeting	
<b>June 2023</b>			
Friday, May 19, 2023 - Tuesday, June 13, 2023	Wednesday, June 14, 2023	RMA produces June 30th year-end SCDF UBOT Board Meeting (OB Approval)	RMA
Wednesday, June 14, 2023	Friday, June 16, 2023	June 30th year-end SCDF - Executive Review	RMA
Wednesday, June 14, 2023		FY24 Labor and Budget Plans are due in BBS for 7/1 opening budget	ALL
Wednesday, June 14, 2023		FY24 Carryforward Spending Plan is due to in BBS	ALL
Wednesday, June 14, 2023		RMA takes a snapshot of Labor and Budget Plans in BBS for 7/1 opening budget	RMA
Wednesday, June 14, 2023 -	Friday, June 23, 2023	RMA begins uploading expense & revenue budget data to CC_ORG ledgers for FY24 for 7/1 opening budget	RMA
Thursday, June 15, 2023	Friday, July 21, 2023	Areas update Labor and Budget Plans in BBS with new resources	ALL
Friday, June 16, 2023		June 30 SCDF due to Board of Governors	RMA
Friday, June 16, 2023		USF submits UBOT Approval of Preliminary Operating Budget to Board of Governors	RMA
Tuesday, June 20, 2023 -	Thursday, June 22, 2023	FL Board of Governors Meeting	
Wednesday, June 21, 2023		General Revenue (including PBF)/Lottery estimated for FY24	CFO
Wednesday, June 21, 2023		Preliminary Tuition Estimate for FY24	RMA
Friday, June 30, 2023		OB Information for Faculty Practice loaded in HUB Mart	FP
<b>July 2023</b>			
Wednesday, July 5, 2023		FY 2023-24 Budget opens in FAST (budget for all funding sources except C&G and DSOs must be posted prior to this date)	RMA
Wednesday, July 12, 2023		Tuition/GR (Incl PBF)/Lottery for FY24 are finalized	CFO
Wednesday, July 12, 2023		RMA communicates BOG Control Totals to all USF campuses	RMA
Wednesday, July 12, 2023 -	Friday, July 21, 2023	Budget Entity Contacts finalize campus E&G budgets	Campus Reps

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Tuesday, July 25, 2023	Wednesday, August 2, 2023	Institutes & Centers FY23 Actual Spending Report for BOT	
<b>Wednesday, July 26, 2023</b>		<b>USF Sarasota Manatee Campus Board</b>	USFSM
<b>August 2023</b>			
Wednesday, August 2, 2023 -	Thursday, August 3, 2023	RMA loads E&G Budgets into BUDGETS Ledger based on August OB SCD	RMA
Wednesday, August 2, 2023 -	Sunday, August 6, 2023	RMA builds final 2021-22 OB	RMA
<b>Thursday, August 3, 2023</b>		<b>USF St. Petersburg Campus Board</b>	USFSP
Wednesday, August 9, 2023 -	Thursday, August 10, 2023	RMA prepares OB Supplemental Schedules for Executive Review	RMA
<b>Thursday, August 10, 2023</b>		<b>FY 2023-24 OB Executive Review</b>	RMA
<b>Tuesday, August 15, 2023</b>		<b>UBOT Finance Committee Meeting</b>	CFO/RMA
<b>Friday, August 18, 2023</b>		<b>FY 2023-24 OB due to Board of Governors (BOG)</b>	RMA
Saturday, August 19, 2023 -	Wednesday, August 23, 2023	RMA unposts opening budget and loads E&G budgets from BUDGETS Ledger into CC_ORG as Original Budget	RMA
<b>Tuesday, August 22, 2023</b>		<b>UBOT Meeting</b>	CFO/RMA
Thursday, August 24, 2023 -	Friday, August 25, 2023	RMA finalizes all budgets in CC_ORG ledgers	RMA
<b>September 2023</b>			
Friday, September 1, 2023		True-Up budget as needed for E&G and Carryforward	RMA
<b>Monday, October 2, 2023</b>		<b>FY 2023-24 CF/FCO Spending Plans due to Board of Governors (BOG)</b>	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