

## 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 -<br>Monday, March 11, 2024 -<br>Monday, March 18, 2024<br>Friday, March 1, 2024 -  | Friday, March 8, 2024<br>Friday, March 22, 2024<br><br>Friday, March 29, 2024  | Course Fees Submissions<br>BFA Reviews fees requests<br><b>UBOT Meeting</b><br>College and Units budget reviews with VP/SVP   | BFA   |
| <b>April 2024</b>   |  |   |   |
| Monday, April 1, 2024<br>Monday, April 1, 2024<br>Thursday, April 18, 2024<br>Tuesday, April 2, 2024 -  | <br><br><br>Tuesday, April 30, 2024  | BFA projects Fee Revenue<br>Summary submission to BFA - College and Units budget reviews with VP/SVP<br><b>UBOT ACE Accountability Plan Workshop</b><br>Budget submissions - reviewed by Senior Leadership  | BFA<br>BFA  |
| <b>May 2024</b>   |  |   |   |
| Wednesday, May 1, 2024<br>Wednesday, May 1, 2024<br>Tuesday, May 14, 2024<br>Friday, May 17, 2024<br>Friday, May 17, 2024<br>Tuesday, May 21, 2024<br>Wednesday, May 22, 2024 -   | <br><br><br>Friday, May 17, 2024<br><br><br>Friday, May 31, 2024   | <b>UBOT Budget Workshop</b><br>Labor Plans for June 30 Salary Category Detail (SCD) Submission are open in BBS<br><b>UBOT Committee Meetings</b><br><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><br>Access to Labor Plans in BBS are switched to Read Only at 5:01 p.m.<br><b>UBOT Committee Meetings</b><br>BFA communicates preliminary E&G and Carryforward budgets  | ALL<br>BFA<br>BFA<br>BFA  |
| <b>June 2024</b>  |  |   |   |
| Friday, May 17, 2024 -<br>Monday, June 3, 2024 -<br>Tuesday, June 4, 2024<br>Friday, June 7, 2024<br>Friday, June 14, 2024<br>Friday, June 14, 2024<br>Friday, June 14, 2024 -<br>Wednesday, June 26, 2024<br>Friday, June 14, 2024<br>Friday, June 14, 2024<br>Wednesday, June 19, 2024 -<br>Friday, June 21, 2024<br>Friday, June 21, 2024<br>Friday, June 28, 2024 | Thursday, June 6, 2024<br>Friday, June 14, 2024<br><br>Friday, June 7, 2024<br><br><br>Friday, June 21, 2024<br>Monday, July 29, 2024<br><br><br>Friday, June 21, 2024 | BFA produces June 30th year-end SCDF<br>Labor and Budget Plans for FY2025 become available in BBS<br><b>UBOT Board Meeting (OB Approval)</b><br>June 30th year-end SCDF - Executive Review<br><b>FY25 Labor and Budget Plans are due in BBS for 7/1 opening budget (including CF)</b><br>BFA takes a snapshot of Labor and Budget Plans in BBS for 7/1 opening budget<br>BFA begins uploading expense & revenue budget data to CC_ORG ledgers for FY24 for 7/1 opening budget<br>Areas update Labor and Budget Plans in BBS with new resources<br><b>June 30 SCDF due to Board of Governors</b><br><b>USF submits UBOT Approval of Preliminary Operating Budget to Board of Governors</b><br><b>FL Board of Governors Meeting</b><br>General Revenue (including PBF)/Lottery estimated for FY25<br>Preliminary Tuition Estimate for FY25<br>OB Information for Faculty Practice loaded in HUB Mart (based on BOT approved plan) | BFA<br>ALL<br>BFA<br>ALL<br>BFA<br>BFA<br>ALL<br>BFA<br>BFA<br>CFO<br>BFA<br>FP |
| <b>July 2024</b>  |  |   |   |
| Friday, July 5, 2024<br>Friday, July 12, 2024<br>Friday, July 12, 2024<br>Friday, July 12, 2024 -<br>Monday, July 22, 2024<br>Wednesday, June 26, 2024  | <br><br><br>Friday, July 19, 2024<br>Friday, September 20, 2024<br>Monday, July 29, 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)<br><b>Tuition/GR (Incl PBF)/Lottery for FY25 are finalized</b><br>BFA communicates BOG Control Totals to all USF campuses<br>Budget Entity Contacts finalize campus E&G budgets<br>Institutes & Centers FY24 Actual Spending Report for BOT<br>Areas update Labor and Budget Plans in BBS with new resources   | BFA<br>CFO<br>BFA<br>Campus Reps<br>I&C Reps<br>ALL                             |

| Task Starting Date | Task Ending Date | Description | Owner |
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August 2024

Friday, August 2, 2024 -

