

## 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 1, 2024 -	Friday, March 8, 2024 Friday, March 22, 2024  Friday, March 29, 2024	Course Fees Submissions BFA Reviews fees requests <b>UBOT Meeting</b> College and Units budget reviews with VP/SVP	 BFA  
<b>April 2024</b>			
Monday, April 1, 2024 Monday, April 1, 2024 Thursday, April 18, 2024 Tuesday, April 2, 2024 -	   Tuesday, April 30, 2024	BFA projects Fee Revenue Summary submission to BFA - College and Units budget reviews with VP/SVP <b>UBOT ACE Accountability Plan Workshop</b> Budget submissions - reviewed by Senior Leadership	 BFA BFA 
<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 Wednesday, May 22, 2024 -	   Friday, May 17, 2024   Friday, May 31, 2024	<b>UBOT Budget Workshop</b> Labor Plans for June 30 Salary Category Detail (SCD) Submission are open in BBS <b>UBOT Committee Meetings</b> <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. <b>UBOT Committee Meetings</b> BFA communicates preliminary E&G and Carryforward budgets	   ALL ALL BFA  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 Friday, June 14, 2024 Friday, June 14, 2024 Wednesday, June 19, 2024 - Friday, June 21, 2024 Friday, June 21, 2024 Friday, June 28, 2024	Thursday, June 6, 2024 Friday, June 14, 2024  Friday, June 7, 2024   Friday, June 21, 2024 Thursday, July 25, 2024   Friday, June 21, 2024       Friday, June 21, 2024	BFA produces June 30th year-end SCDF Labor and Budget Plans for FY2025 become available in BBS <b>UBOT Board Meeting (OB Approval)</b> 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 <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 ALL ALL BFA BFA BFA ALL BFA 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 Areas update Labor and Budget Plans in BBS with new resources	 BFA CFO BFA Campus Reps I&C Reps ALL



**Detailed Budget Planning Calendar**  
March 1, 2024 through August 31, 2024

Task Starting Date

Task Ending Date

Description