# Detailed Budget Planning Calendar
## April 1, 2025 through September 12, 2025

| Task Starting Date | Task Ending Date | Description | Owner |
|---|---|---|---|
| **April 2025** | | | |
| Monday, February 10, 2025 - | Friday, April 11, 2025 | Course Fees Submissions | ALL |
| Wednesday, April 23, 2025 | | UBOT ACE Accountability Plan Workshop/Special BOT Meeting | |
| Monday, April 28, 2025 - | Wednesday, May 7, 2025 | IYF Projections due - Actuals thru March / Projections April - June | ALL |
| **May 2025** | | | |
| Thursday, May 1, 2025 | Friday, May 16, 2025 | Labor Plans for June 30 Salary Category Detail (SCD) Submission are open in BBS | ALL |
| Tuesday, May 13, 2025 | | UBOT Committee Meetings | |
| Thursday, May 15, 2025 | | FL Board of Governors Meeting | |
| **Friday, May 16, 2025** | | **Departments must balance 2024-25 Salary and Position Data for All Funding Sources in BBS for June 30 SCD by 5:00 p.m.** | **ALL** |
| Friday, May 16, 2025 | | Access to Labor Plans in BBS are switched to Read Only at 5:01 p.m. | BFA |
| Tuesday, May 20, 2025 | | UBOT Committee Meetings | |
| Wednesday, May 21, 2025 - | Friday, May 30, 2025 | BFA communicates preliminary E&G and Carryforward budgets | BFA |
| **June 2025** | | | |
| Friday, May 16, 2025 - | Friday, June 6, 2025 | BFA produces June 30th year-end SCDF | BFA |
| Monday, June 2, 2025 - | Friday, June 13, 2025 | Labor and Budget Plans for FY2025 become available in BBS | ALL |
| Tuesday, June 3, 2025 | | UBOT Board Meeting (OB Approval) | |
| Friday, June 6, 2025 | Friday, June 6, 2025 | June 30th year-end SCDF - Executive Review | BFA |
| **Friday, June 13, 2025** | | **FY26 Labor and Budget Plans are due in BBS for 7/1 opening budget (including CF)** | **ALL** |
| Friday, June 13, 2025 | | BFA takes a snapshot of Labor and Budget Plans in BBS for 7/1 opening budget | BFA |
| Friday, June 13, 2025 - | Friday, June 20, 2025 | BFA begins uploading expense & revenue budget data to CC_ORG ledgers for FY26 for 7/1 opening budget | BFA |
| Wednesday, June 25, 2025 | Monday, July 28, 2025 | Areas update Labor and Budget Plans in BBS with new resources | ALL |
| **Friday, June 13, 2025** | | **June 30 SCDF due to Board of Governors** | BFA |
| **Friday, June 13, 2025** | | **USF submits UBOT Approval of Preliminary Operating Budget to Board of Governors** | BFA |
| **Tuesday, June 17, 2025 -** | **Wednesday, June 18, 2025** | **FL Board of Governors Meeting** | |
| Friday, June 20, 2025 | | General Revenue (including PBF)/Lottery estimated for FY25 | CFO |
| Friday, June 20, 2025 | | Preliminary Tuition Estimate for FY25 | BFA |
| Friday, June 27, 2025 | | OB Information for Faculty Practice loaded in HUB Mart (based on BOT approved plan) | FP |
| **July 2025** | | | |
| Thursday, July 3, 2025 | | FY 2025-26 Budget opens in FAST (budget for all funding sources except C&G and DSOs must be posted prior to this date) | BFA |
| **Friday, July 11, 2025** | | **Tuition/GR (Incl PBF)/Lottery for FY26 are finalized** | CFO |
| Friday, July 11, 2025 | | BFA communicates BOG Control Totals to all USF campuses | BFA |
| Friday, July 11, 2025 - | Friday, July 18, 2025 | Budget Entity Contacts finalize campus E&G budgets | Campus Reps |
| Tuesday, July 22, 2025 | Friday, September 12, 2025 | Institutes & Centers FY25 Actual Spending Report | I&C Reps |
| **Wednesday, June 25, 2025** | **Monday, July 28, 2025** | **Areas update Labor and Budget Plans in BBS with new resources** | **ALL** |

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| Task Starting Date | Task Ending Date | Description | Owner |
|---|---|---|---|
| **August 2025** | | | |
| Friday, August 1, 2025 - | Friday, August 15, 2025 | BFA loads E&G Budgets into BUDGETS Ledger based on August OB SCD | BFA |
| Friday, August 1, 2025 - | Friday, August 15, 2025 | BFA builds final 2025-26 OB | BFA |
| Tuesday, August 19, 2025 | | UBOT Committee Meetings | CFO/BFA |
| Friday, August 8, 2025 - | Tuesday, August 12, 2025 | BFA prepares OB Supplemental Schedules for Executive Review | BFA |
| Tuesday, August 12, 2025 | | FY 2025-26 OB  Executive Review | BFA |
| **Friday, August 15, 2025** | | **FY 2025-26 OB due to Board of Governors (BOG)** | BFA |
| Tuesday, August 19, 2025 - | Friday, August 22, 2025 | BFA unposts opening budget and loads E&G budgets from BUDGETS Ledger into CC_ORG as Original Budget | BFA |
| Friday, August 22, 2025 - | Friday, August 22, 2025 | BFA finalizes all budgets in CC_ORG ledgers | BFA |
| Tuesday, August 26, 2025 | | UBOT Committee Meetings | CFO/BFA |
| | | | |
| **September 2025** | | | |
| Wednesday, September 3, 2025 | | True-Up budget as needed for E&G and Carryforward | BFA |
| **Wednesday, September 10, 2025 -** | **Thursday, September 11, 2025** | **FL Board of Governors Meeting** | |
| Tuesday, July 22, 2025 | Friday, September 12, 2025 | Institutes & Centers FY25 Actual Spending Report | BFA |

**ABBREVIATION KEY:**

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|---|---|
| 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 |