

## Detailed Budget Planning Calendar

April 1, 2025 through September 12, 2025

Task Starting Date	Task Ending Date	Description	Owner
<b>April 2025</b>			
Monday, February 10, 2025 - Wednesday, April 23, 2025	Friday, April 11, 2025	Course Fees Submissions	ALL
Wednesday, April 30, 2025 -	Friday, May 9, 2025	UBOT ACE Accountability Plan Workshop/Special BOT Meeting IYF Projections due - Actuals thru March / Projections April - June	ALL
<b>May 2025</b>			
Thursday, May 1, 2025 Tuesday, May 13, 2025 Thursday, May 15, 2025 Friday, May 16, 2025	Friday, May 16, 2025	Labor Plans for June 30 Salary Category Detail (SCD) Submission are open in BBS UBOT Committee Meetings FL Board of Governors Meeting 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 Tuesday, May 20, 2025		Access to Labor Plans in BBS are switched to Read Only at 5:01 p.m. UBOT Committee Meetings	BFA
Wednesday, May 21, 2025 -	Friday, May 30, 2025	BFA communicates preliminary E&G and Carryforward budgets	BFA
<b>June 2025</b>			
Friday, May 16, 2025 - Monday, June 2, 2025 - Tuesday, June 3, 2025	Friday, June 6, 2025 Friday, June 13, 2025	BFA produces June 30th year-end SCDF Labor and Budget Plans for FY2025 become available in BBS UBOT Board Meeting (OB Approval)	BFA ALL
Friday, June 6, 2025 Friday, June 13, 2025	Friday, June 6, 2025	June 30th year-end SCDF - Executive Review FY26 Labor and Budget Plans are due in BBS for 7/1 opening budget (including CF)	BFA ALL
Friday, June 13, 2025 Friday, June 13, 2025 -	Friday, June 20, 2025	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 FY26 for 7/1 opening budget	BFA 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 Friday, June 13, 2025		June 30 SCDF due to Board of Governors USF submits UBOT Approval of Preliminary Operating Budget to Board of Governors	BFA BFA
Tuesday, June 17, 2025 -	Wednesday, June 18, 2025	FL Board of Governors Meeting	
Friday, June 20, 2025 Friday, June 20, 2025 Friday, June 27, 2025		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)	CFO BFA FP
<b>July 2025</b>			
Thursday, July 3, 2025 Friday, July 11, 2025 Friday, July 11, 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) Tuition/GR (Incl PBF)/Lottery for FY26 are finalized BFA communicates BOG Control Totals to all USF campuses	BFA CFO BFA
Friday, July 11, 2025 - Tuesday, July 22, 2025	Friday, July 18, 2025 Friday, September 12, 2025	Budget Entity Contacts finalize campus E&G budgets Institutes & Centers FY25 Actual Spending Report	Campus Reps 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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<b>August 2025</b>			
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		<b>FY 2025-26 OB due to Board of Governors (BOG)</b>	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
<b>September 2025</b>			
Wednesday, September 3, 2025		True-Up budget as needed for E&G and Carryforward	BFA
Wednesday, September 10, 2025 -	Thursday, September 11, 2025	<b>FL Board of Governors Meeting</b>	
Tuesday, July 22, 2025	Friday, September 12, 2025	Institutes & Centers FY25 Actual Spending Report	BFA

**ABBREVIATION KEY:**

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