

FY26 BUDGET CALENDAR

BUDGET ADOPTION SCHEDULE

DATE	ACTIVITY	RESPONSIBLE PARTY
SEPTEMBER		
9/16/24 - 9/27/2024	Determine the Guiding Principles and budget assumptions. Agree on any major institutional initiatives.	Cabinet
OCTOBER		
Friday, October 11, 2024	Budget Committee Overview of FY26 Budget Process	Budget Committee
10/1/2024 - 10/31/24	Unit Discussions to Develop Plans and Initiatives for the FY26 Budget	Executives, Budget Managers
NOVEMBER		
Thursday, November 7, 2024	Budget Managers' Meetings	VP Finance & Business Affairs/AVP Fiscal Services
Friday, November 8, 2024	Budget Managers' Meetings	VP Finance & Business Affairs/AVP Fiscal Services
Friday, November 8, 2024	Budget Templates Sent to Budget Managers	Budget Services
11/11/2024 - 11/15/2024	Budget Services Training Sessions	Budget Services
Monday, November 18, 2024	All Course Fees for AY2026 Due to Provost Office	Deans, Directors, Associate Vice Provosts, Vice Presidents
Friday, November 22, 2024	Personnel Initiatives to Human Resources for Compensation Recommendation Review - Provide Position Summary Description	Deans, Directors, Associate Vice Provosts, Vice Presidents
Wednesday, November 27, 2024	All Tuition, Course Fees, Special Fees, Room and Board to VPFBA	Deans, Directors, Associate Vice Provosts, Vice Presidents
DECEMBER		
Tuesday, December 17, 2024	Board of Trustees Approve Academic Year 2026 Tuition and Fee Rates	Board of Trustees Finance Committee
Friday, December 13, 2024	BUDGET MANAGER DUE DATE TO SUBMIT BASE BUDGET (operations, travel), INTERIM FACULTY, STUDENT WAGES, NON-STUDENT WAGES & STIPENDS, AND INITIATIVES	Budget Manager
JANUARY		
Friday, January 17, 2025	DEADLINE FOR DEAN/DIRECTOR/AVP REVIEW AND DISPOSITION OF BUDGET MANAGER REQUEST	Deans, Directors, Associate Vice Provosts, Vice Presidents
Friday, January 31, 2025	HR Returns New Initiative Personnel Salary Compensation Recommendations to Budget Services	Human Resources
Friday, January 31, 2025	DEADLINE FOR EXECUTIVE REVIEW AND SUBMITTAL TO BUDGET OFFICE. MUST ENSURE THAT ALL UNITS HAVE SUBMITTED AND REQUESTS ARE REASONABLE	Cabinet
FEBRUARY		
Friday, February 14, 2025	Consolidated Base Budgets and Funding Requests from Budget Services to Cabinet for Review	Budget Services
Wednesday, February 19, 2025	Preliminary Review of FY26 Budget Data with Cabinet	VP Finance & Business Affairs
Monday, February 24, 2025	Revised Consolidated Base Budgets and Funding Requests from Budget Services to Cabinet	Budget Services
MARCH		
Thursday, March 6, 2025	Budget Retreat - Thorough Review of FY26 Budget Data, Strategic Initiative Requests, Contingencies and Addition to Reserves (if any)	Cabinet
Thursday, March 13, 2025	Additional Data Resulting from Retreat to Budget Services	VP Finance & Business Affairs
Mar 17 - Mar 21, 2025	Spring Break	
Friday, March 21, 2025	Revised Budgets from Budget Services to Cabinet for Review	Budget Services
Wednesday, March 26, 2025	Final Cabinet Budget Review Prior to Budget Committee Meeting	VP Finance & Business Affairs
Thursday, March 27, 2025	Additional Data Resulting from Review to Budget Services	VP Finance & Business Affairs
Saturday, March 22, 2025	Revised Budgets from Budget Services to Budget Committee for Review	Budget Services
APRIL		
Friday, April 11, 2025	Budget Committee Meeting - Initial Review	Budget Committee
Friday, April 18, 2025	Faculty Conference and Staff Conference Meetings	Faculty and Staff Conferences

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DATE	ACTIVITY	RESPONSIBLE PARTY
Friday, April 25, 2025	Budget Committee Meeting - Final Review	Budget Committee
Wednesday, April 30, 2025	Budget Committee Recommendations to Cabinet	VP Finance & Business Affairs
MAY		
Wednesday, May 7, 2025	Cabinet Final Review and Contingent Adoption	Cabinet
JUNE		
Thursday, June 12, 2025	Board of Trustees Approve FY2025 Budget	Board of Trustees
Monday, June 16, 2025	Budget Load Begins	Budget Office