

BUDGET CALENDAR
FISCAL YEAR 2026

JULY 2025

03 - FY27 budget development information due to USG.

SEPTEMBER 2025

Early September - Submit preliminary Fall enrollment numbers to USG.

01 - Distribute FY27 budget requests template to Vice Presidents.

12 - FY25 Carry-Forward Report Due

12 - FY25 Annual Expenditure Report (AER) due to USG.

- The report summarizes data into standard “functions” and provides other comparison data allowing us to assess financial competitiveness in several areas.

15 - Info requested for anticipated positions.

30 - VP EM, Provost, & EVP work together to set Next Academic Year enrollment targets and submit to President for approval.

30 - Gather dining utilization rates and proposed dining rates from Director of Auxiliary Services / Food Services Contractor.

30 - Distribute proposed housing rates and information requests to Director of Residence Life, Director of Auxiliary Services, VP Student Affairs and EVP, Finance and Operations.

OCTOBER 2025

Mid Oct - VP EM, Provost, & EVP revise Current year Spring & Summer enrollment targets, if necessary, with President’s approval.

NOVEMBER 2025

Early Nov - Student Affairs Committee Meeting to approve mandatory fee budgets.

03 - Budget Hearing Narrative due to USG.

- Utilize information gathered at internal budget hearings plus data from Academic Affairs, Office of Technology Resources, Office of Institutional Effectiveness and Admissions to complete budget hearing templates and data submissions.

03 - FY25 Athletics Activity Report due to USG.

DECEMBER 2025

Mid Dec - Distribute elective fee requests to applicable budget managers and VPs.

- Fee managers must now fill out an Elective Form, which details expected revenues and expenses as well as the reasoning behind the fee or fee increase/decrease. Approval signatures are required by the Department/Division head, area VP, as well as EVP, Finance and Operations and the President.

Mid Dec - Distribute approved mandatory fee requests information to applicable budget managers & VPs.

19 - Five-Year Auxiliary Business Plans due to USG
FY27 Mandatory Fees due to USG
FY27 Elective Fees due to USG

JANUARY 2026

Mid-January - Housing Rates & Data due to USG.
Dining Rates & Data due to USG.

FEBRUARY 2026

06 - Vice Presidents present FY27 budget requests.

MARCH 2026

01 - Staff evaluations due to HR.

Mid-March - Office of Budget & Planning begins preparing new fiscal year budget.

APRIL 2026

01 - Office of Budget & Planning pulls salary information for FY27 budget and prepares salary worksheets for distribution (if applicable).

10 - Promotions and salary adjustments for review and submission to Dr. Blake for approval.

14 - Get Allocations from USG. This will include State Appropriations, increase in Tuition, and any funds for raises (if applicable).

End of April – Last day for Pcards

MAY 2026

01 - FY27 budget due to USG.

01 - Spending is cut off and access to ePro is removed. Any requests for spending after this date must be made through the YE Request form, which goes to Office of Budget & Planning for approval. Any order placed before or on this date must be in the ePro system. (Does not apply to Auxiliary or Fee Budgets.)

04 - Operating budgets are swept.

12 - FY27 Original Budget presented to BOR for approval.

Mid-May - Begin process for faculty contracts and staff letters (if any).

JUNE 2026

Early June - Start reviewing year-end requests and approve (if funding is available).

Mid-June - travel budgets swept.

Please note: Dates are subject to change.