

BUDGET CALENDAR FISCAL YEAR 2027

JULY 2026

- 17 - FY28 budget development information due to USG.
- FY26 Final Budget Amendment due to USG

AUGUST 2026

- 17 – Budgetary Compliance Report (BCR) due to USG
 - shows whether the institution stayed within its budget, and prior-year items must be moved out of current-year revenues and expenses, so the comparison is accurate.

SEPTEMBER 2026

Early September - Submit preliminary Fall enrollment numbers to USG.

01 - Distribute FY28 budget requests template to Vice Presidents.

11 - FY26 Carry-Forward Report (including Auxiliaries) Due

18 - FY26 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.

14 - 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 2026

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

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

16 – FY27 1st Quarter Financial Reporting due to USG

NOVEMBER 2026

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

02 - Budget Hearing Materials 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.

02 - FY26 Athletics Activity Report and Five-Year Business Plan due to USG.

02 – Five-Year PPV projections due to USG.

DECEMBER 2026

December (through January) – Institutional Budget Hearings held at USG

18 - FY28 Mandatory Fees due to USG

18 - FY28 Elective Fees due to USG

JANUARY 2027

Mid-Jan – Housing and Dining Rates due to USG.

15 – FY27 2nd Quarter Financial Reporting due to USG

29 - Five-Year Auxiliary Business Plans due to USG

FEBRUARY 2027

08 - Vice Presidents present FY28 budget requests.

MARCH 2027

01 - Staff evaluations due to HR.

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

APRIL 2027

01 - Office of Budget & Planning pulls salary information for FY28 budget and prepares salary worksheets for distribution (if applicable).

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

16 – FY27 3rd Quarter Financial Reporting due to USG

Mid-April – 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 2027

03 - FY28 budget due to USG.

Early May - 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.)

Early May - Operating budgets are swept.

Mid-May - FY28 Original Budget presented to BOR for approval.

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

JUNE 2027

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

Mid-June - travel budgets swept.

JULY 2028

Mid-July – FY28 budgets loaded

18 – FY27 Final Budget Amendment due to USG

Please note: Dates are subject to change.