

USF St. Petersburg Budget Calendar 2011/12

Revised 6/17/2011

February 4	Financial Services distributes preliminary budget calendar to Budget Contacts
March 7	Legislative Session begins
April 15	USF System distributes revenue estimates for A&S, technology, health and parking fees
March	Financial Services distributes CIP codes for review and corrections
March 1	Distribute Budget Calendar and Budget Update to Leadership Team/Budget Council. Begin Legislative Budget Request (LBR) process, Capital Improvement Plan (CIP) preparation. Discuss budget continuation plan.
April 15	Draft LBRs, CIP due to Financial Services, reflective of Academic Learning Compacts (ALCs) and Strategic Plan priorities. Completed BOG Work Plan due to Academic Affairs.
April 20	Auxiliary, SGA, Concessions and Agency Funds Budget forms distributed to units
April 20	BOG Work Plan, LBRs, CIP reviewed by Leadership Team/Budget Council
April 21	Draft LBRs, CIP, BOG Work Plan reviewed by Planning, Effectiveness and Budget Committee (PEBC) for alignment with Strategic Plan priorities
April 21	Student Fees (Local Fees) to BOT F&A Workgroup, ACE Workgroup
April 22	Work Plans due to USF System
May 6	Auxiliary, SGA, Concessions and Agency Funds Budgets due to USFSP Financial Services with approvals and signatures
May 9	Legislative Budget Request (LBR) documents, CIP and Student Fees (Tuition and Mandatory Fees) due to Tampa for submission to the BOT F&A Workgroup
May 19	Budget Continuation Plan, Legislative Budget Request items, BOG Work Plan, and Capital Improvement Plan to Campus Board for forwarding (non-fiscal) or approval (fiscal)

May 26	USF System BOT F&A Workgroup reviews/approves continuation budget, CIP, Tuition and Mandatory Student Fees
May 20-27	USFSP balances/enters rate report information
May 27	All salaries must be balanced in FAST; USF System Budget and Planning Analysis (BPA) creates snapshot of funding commitment (salaries) (by 5 pm)
June 8	USF System BOT reviews/approves tuition and fees
June 8	USF System BOT reviews/approves continuation budget, CIP, LBRs
June 17	Financial Services Staff complete roll of 2011 budget for use as 2012 base
July ?	2011/12 E&G budget instructions/forms distributed to all Units
July 20	E&G budget forms due to Financial Services
July 28	Last day to enter budgets in FAST/submit salary upload forms
August 19	2011/12 Operating Budget Uploaded to FAST
September 1	2011/12 Budget to PEBC
September 14	2011/12 Budget to Leadership Team/Budget Council
September 19	Carry Forward final worksheets distributed to USFSP units including forms and instructions
September 19	Carry Forward final budgets due to USFSP Financial Services
October	2011/12 Budget to Campus Board
October	2011/12 Budget Published
Sept.-Oct.	Budget Hearings for new Budget Allocations, if appropriate. Must reflect Academic Learning Compacts (ALCs), Strategic Plan priorities
Sept.-Oct.	Budget Requests reviewed by PEBC for alignment with Strategic Priorities
November	New funds allocated, if available