USF
UNIVERSITY OF SOUTH FLORIDA
Resource Management & Analysis

Detailed Budget Planning Calendar
March 11, 2016 through September 21, 2016

Task Starting Date*	Task Ending Date*	Task*	Owner
March 2016			
Friday, March 11, 2016		2016 Regular Legislative Session ends	
Monday, March 14, 2016 -	Monday, April 11, 2016	Budget templates to be distributed to TPA	RMA
Monday, March 28, 2016		RMA distributes 2016-17 Estimated Revenues for A&S, Health, Green, Athletics, MC Use, Technology, and Student Transportation Access Fees	RMA
April 2016			
Monday, April 04, 2016 -		RCM: PBF 10 metrics "early assumptions look ahead"	CFO
Friday, April 08, 2016		Notify areas to provide RMA with a list of users that need access to BUDGETS Ledger and Funding Commitment	RMA
Monday, April 11, 2016 -	Monday, April 18, 2016	FY17 budget templates are due to RMA	RC, CU
Tuesday, April 12, 2016		RMA loads budget upload forms and budget instructions to RMA website	RMA
Wednesday, April 13, 2016 -	Monday, May 23, 2016	Sr. VP budget reviews	RC, CU
Friday, April 15, 2016	Friday, May 27, 2016	BUDGETS Ledger available for Departments to load non-salary budget for all funding sources except C&G and DSOs	RC, CU
Friday, April 15, 2016	Friday, June 03, 2016	BUDGETS Ledger available for VP Area Contacts to review and approve non-salary budgets	RC, CU
Friday, April 15, 2016	Friday, July 29, 2016	RMA runs Operating Budget Process in SUDS	RMA
Friday, April 15, 2016	Friday, July 29, 2016	RMA reviews History year expenditures and preliminary FY2017 OB data for items requiring action for the Operating Budget.	RMA
Friday, April 22, 2016		Monthly Budget/Finance Workgroup	
May 2016			
Monday, May 09, 2016		Preliminary 2016-17 Operating Budget due (UBOT meeting-6/2/16)	RMA
Monday, May 09, 2016		RMA distributes E&G Rate Control Schedule for VP area review	RC, CU
Monday, May 16, 2016		Last day to notify RMA of changes to E&G Rate Control Schedule	RC, CU
Friday, May 20, 2016		RMA projects Financial Aid Fee Revenue	RMA
Friday, May 20, 2016	Friday, May 27, 2016	RMA monitors uploads into BUDGETS; sends out reminders to those that have not entered information	RMA
Friday, May 27, 2016		Monthly Budget/Finance Workgroup	
Friday, May 27, 2016		BUDGETS Ledger closes to departments at 5:00 p.m.; VP Budget Contacts maintain access until 6/3/16	RC, CU
Friday, May 27, 2016		**Departments must balance 2015-16 Salary and Position Data for All Funding Sources in Funding Commitment for June 30th SCD by 5:00 p.m.**	RC, CU
Friday, May 27, 2016		RMA in consultation with Information Technology takes a snapshot of Funding Commitment for June 30 SCDF at 5:01 p.m.	RMA/IT

Detailed Budget Planning Calendar
March 11, 2016 through September 21, 2016

Task Starting Date*	Task Ending Date*	Task*	Owner
June 2016			
Wednesday, June 01, 2016	Thursday, June 16, 2016	RMA Produces June 30th year-end SCDF	RMA
Friday, June 03, 2016		BUDGETS Ledger closes to VP Areas at 5:00 p.m.	RMA
Monday, June 06, 2016 -		Distribution RCM budget reporting using RCM Model.	RMA
Friday, June 10, 2016		Preliminary Tuition Estimate for FY 2017	RMA
Friday, June 10, 2016		General Revenue (including PBF)/Lottery estimated for FY17	CFO
Wednesday, June 15, 2016	Monday, June 27, 2016	RMA begins uploading expense & revenue budget data to CC_ORG ledgers for FY2017.	RMA
Friday, June 17, 2016		June 30th year-end SCDF - Executive Review	RMA
Thursday, June 23, 2016		**USF submits UBOT Approval of Preliminary Operating Budget to Board of Governors**	**RMA**
Thursday, June 23, 2016	Thursday, June 30, 2016	RMA begins uploading salaries and benefits into the BUDGETS Ledger and CC_ORG Ledger	RMA
Thursday, June 23, 2016		**June 30 SCDF due to Board of Governors**	**RMA**
Friday, June 24, 2016		Monthly Budget/Finance Workgroup	
July 2016			
Friday, July 01, 2016		FY 2016-17 Budget opens in FAST (budget for all funding sources except C&G and DSOs must be posted prior to this date)	RMA
Tuesday, July 05, 2016		RMA communicates BOG Control Totals to USF Member Institutions	RMA
Friday, July 08, 2016		**Tuition/GR (Incl PBF)/Lottery for FY17 are finalized**	**CFO**
Friday, July 15, 2016		USF Member Institutions submit new resources and adjustments (non-salary only) to RMA	RMA
Wednesday, July 20, 2016		**Departments must balance 2016-17 Salary and Position Data for All Funding Sources in Funding Commitment by 5:00 p.m. for Operating Budget SCD. This includes adjustments.**	RC, CU
Wednesday, July 20, 2016		RMA in consultation with Information Technology takes a snapshot of Funding Commitment for August OB SCDF at 5:01 p.m.	RMA/IT
Wednesday, July 20, 2016	Friday, July 29, 2016	RMA Produces August OB SCDF	RMA
Friday, July 22, 2016		Monthly Budget/Finance Workgroup	
Monday, July 25, 2016	Friday, July 29, 2016	RMA loads new resources and adjustments (non-salary only) into BUDGETS Ledger.	RMA
Monday, July 25, 2016	FP	Operating Budget and Salary Category Detail Information for Faculty Practice loaded in HUB Mart	FP

USF
UNIVERSITY OF SOUTH FLORIDA
Resource Management & Analysis

Detailed Budget Planning Calendar
March 11, 2016 through September 21, 2016

Task Starting Date*	Task Ending Date*	Task*	Owner
August 2016			
Monday, August 01, 2016	Thursday, August 04, 2016	RMA loads E&G Salaries & Benefits into BUDGETS Ledger based on August OB SCDF	RMA
Thursday, August 04, 2016		**FY 2016-17 Final Operating Budget due to UBOT Finance & Audit Wkgroup for approval**	RMA
Friday, August 05, 2016	Friday, August 12, 2016	RMA builds final 2016-17 Operating Budget	RMA
Thursday, August 11, 2016	Monday, August 15, 2016	RMA prepares Operating Budget Supplemental Schedules	RMA
Thursday, August 11, 2016		RMA prepares Operating Budget Reports for Executive Review	RMA
Thursday, August 11, 2016		FY 2016-17 Operating Budget and SCD Executive Review	RMA
Monday, August 15, 2016		**FY 2016-17 Operating Budget & SCD due to Board of Governors (BOG)**	**RMA**
Tuesday, August 16, 2016	Wednesday, August 17, 2016	RMA unposts and loads Salary & Benefits generated from August SCD into CC_ORG as Original Budget	RMA
Wednesday, August 17, 2016	Tuesday, August 30, 2016	RMA finalizes all budgets in CC_ORG ledgers	RMA
Friday, August 26, 2016		Monthly Budget/Finance Workgroup	
September 2016			
Friday, September 09, 2016		RMA posts final Carry Forward to CC_ORG	RMA
Monday, September 12, 2016	Monday, September 19, 2016	Finalized E&G monthly budget uploads due to RMA by noon	RC, CU
Wednesday, September 21, 2016		RMA uploads E&G monthly budgets to monthly reporting ledgers	RMA

Note: FY 2016-17 Operating Budget is tentatively scheduled to be posted to the RMA website no later than October 2016.

ABBREVIATION KEY:

CFO	Chief Financial Officer, TPA
CU	TPA Central Units
FP	Faculty Practice
IT	Information Technology
ORI	Office of Research and Innovation
RC	TPA Responsibility Centers (colleges)
RMA	Resource Management and Analysis
TPA	USF Tampa not incl. Health
UCO	University Controller's Office