

Detailed Budget Planning Calendar

April 1, 2026 through September 11, 2026

Task Starting Date	Task Ending Date	Description	Owner
April 2026			
Wednesday, March 18, 2026 - Monday, April 20, 2026	Friday, April 24, 2026	Course Fees Submissions UBOT ACE Accountability Plan Workshop/Special BOT Meeting	ALL
May 2026			
Monday, May 4, 2026 Tuesday, May 12, 2026 Thursday, May 14, 2026 Tuesday, May 19, 2026 Friday, May 22, 2026	Friday, May 22, 2026	Labor Plans for June 30 Salary Category Detail (SCD) Submission are open in BBS UBOT Committee Meetings FL Board of Governors Meeting UBOT Committee Meetings Departments must balance 2025-26 Salary and Position Data for All Funding Sources in BBS for June 30 SCD by 5:00 p.m.	ALL ALL
Friday, May 22, 2026		Access to Labor Plans in BBS are switched to Read Only at 5:01 p.m.	BFA
Wednesday, May 20, 2026 -	Friday, May 29, 2026	BFA communicates preliminary E&G and Carryforward budgets	BFA
June 2026			
Friday, May 22, 2026 -	Thursday, June 4, 2026	BFA produces June 30th year-end SCDF	BFA
Friday, June 5, 2026 -	Friday, June 19, 2026	Labor and Budget Plans for FY2027 become available in BBS	ALL
Friday, June 5, 2026	Friday, June 5, 2026	June 30th year-end SCDF - Executive Review	BFA
Wednesday, June 17, 2026		UBOT Board Meeting (OB Approval)	
Friday, June 19, 2026		FY27 Labor and Budget Plans are due in BBS for 7/1 opening budget (including CF)	ALL
Friday, June 19, 2026		BFA takes a snapshot of Labor and Budget Plans in BBS for 7/1 opening budget	BFA
Friday, June 19, 2026 -	Tuesday, June 30, 2026	BFA begins uploading expense & revenue budget data to CC_ORG ledgers for FY27 for 7/1 opening budget	BFA
Thursday, June 25, 2026	Tuesday, July 28, 2026	Areas update Labor and Budget Plans in BBS with new resources	ALL
Friday, June 26, 2026		June 30 SCDF due to Board of Governors	BFA
Friday, June 26, 2026		USF submits UBOT Approval of Preliminary Operating Budget to Board of Governors	BFA
Wednesday, June 24, 2026 -	Thursday, June 25, 2026	FL Board of Governors Meeting	
Friday, June 26, 2026		General Revenue (including PBF)/Lottery estimated for FY27	CFO
Friday, June 26, 2026		Preliminary Tuition Estimate for FY27	BFA
Friday, June 26, 2026		OB Information for Faculty Practice loaded in HUB Mart (based on BOT approved plan)	FP
July 2026			
Wednesday, July 1, 2026		FY 2026-27 Budget opens in FAST (budget for all funding sources except C&G and DSOs must be posted prior to this date)	BFA
Friday, July 10, 2026		Tuition/GR (Incl PBF)/Lottery for FY27 are finalized	CFO
Friday, July 10, 2026		BFA communicates BOG Control Totals to all USF campuses	BFA
Friday, July 10, 2026 -	Friday, July 17, 2026	Budget Entity Contacts finalize campus E&G budgets	Campus Reps
Wednesday, July 22, 2026	Friday, September 11, 2026	Institutes & Centers FY26 Actual Spending Report	I&C Reps
Thursday, June 25, 2026	Tuesday, July 28, 2026	Areas update Labor and Budget Plans in BBS with new resources	ALL

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August 2026			
Monday, August 3, 2026 -	Friday, August 14, 2026	BFA loads E&G Budgets into BUDGETS Ledger based on August OB SCD	BFA
Monday, August 3, 2026 -	Friday, August 14, 2026	BFA builds final 2026-27 OB	BFA
Tuesday, August 18, 2026		UBOT Committee Meetings	CFO/BFA
Friday, August 7, 2026 -	Wednesday, August 12, 2026	BFA prepares OB Supplemental Schedules for Executive Review	BFA
Wednesday, August 12, 2026		FY 2026-27 OB Executive Review	BFA
Friday, August 14, 2026		FY 2026-27 OB due to Board of Governors (BOG)	BFA
Tuesday, August 18, 2026 -	Friday, August 21, 2026	BFA unposts opening budget and loads E&G budgets from BUDGETS Ledger into CC_ORG as Original Budget	BFA
Friday, August 21, 2026 -	Friday, August 21, 2026	BFA finalizes all budgets in CC_ORG ledgers	BFA
Tuesday, August 25, 2026		UBOT Committee Meetings	CFO/BFA
September 2026			
Thursday, September 3, 2026		True-Up budget as needed for E&G and Carryforward	BFA
Tuesday, September 8, 2026		UBOT Board Meeting	CFO/BFA
Wednesday, September 2, 2026 -	Thursday, September 3, 2026	FL Board of Governors Meeting	
Wednesday, July 22, 2026	Friday, September 11, 2026	Institutes & Centers FY26 Actual Spending Report	BFA

ABBREVIATION KEY:

BBS	Bulls Budget System
BOG	Board of Governors
C&G	Contracts and Grants
CF	Carry Forward
CFO	Chief Financial Officer
DSO	Direct Support Organization
FP	Faculty Practice
OB	Operating Budget
BFA	Budget and Financial Analysis
SCD	Salary Category Detail
UBOT	University Board of Trustees