

FY 25 Budget Calendar

Due-By Date (Adjusted for weekends)	The fiscal year runs from July 1 through June 30. Dates below are subject to change as needed.	How Many Days you have?	Management level
Friday, October 6, 2023	Division/School/Department/ Office/ Unit / Center receive budget memo outlining materials to prepare and budget calendar		1/2/3
Thursday, November 9, 2023	Department/ Office/ Unit / Center submit budget plan documents to Supervisor/Director	34	3
Thursday, November 30, 2023	Discussions at the unit, department, school and division level of needs in relation to strategic goals with prioritization of needs within the division	21	2/3
Wednesday, December 20, 2023	Proposals due to the Executive Committee members / Preparation of budget proposals by Executive Committee	20	1/2
Wednesday, January 24, 2024	Executive Committee Budget Proposal due to UPBC Chair – highlighting level of involvement of Division in preparation of the proposal, as well as the inclusion of funding adjustments/requests.	35	1
Wednesday, January 31, 2024	Deadline for budget revision/ changes before posting on UPBC site	7	1
Wednesday, January 31, 2024	Budget Proposal posted on UPBC website	0	1
Wednesday, February 21, 2024	Campus Community Questions/Comments due-by date to UPBC	21	
Tuesday, February 27, 2024	UPBC to submit written questions to Division heads in preparation for the Budget Presentation Day.	6	1
Thursday, March 7, 2024	Recommended deadline for Divisions to submit written answers to questions if they choose	9	
Friday, March 22, 2024	Brief Presentation by Executive Committee to UPBC for formative input	15	1
Friday, April 19, 2024	UPBC Memo recommendations to President, Integrated Planning and Executive Committee	28	1
Friday, April 26, 2024	Revisions to presentation by Executive Committee based on formative input from UPBC	7	1
Friday, May 10, 2024	Presentation by Executive Committee to IPC, with a copy of adjusted presentation being provided to UPBC	14	1
Monday, June 10, 2024	IPC/President approvals	31	1