Annual All Funds Budget Schedule - Fiscal Year 25-26

Chargebacks Process	Start	Finish
FY26 Invitations sent out to chargeback committee		9/16/24
Send FY25 Chargebacks to areas to be updated for FY26 and Chargeback Memo		10/14/24
FY26 Chargebacks Due back to OBP		11/8/24
Chargeback Committee Meeting		12/12/24
Post approved FY26 chargebacks on OBP website		February
Tuition/Fee Setting Process	**Start**	**Finish**
Fee Request Instruction Memo by CFO & VP Student Affairs and Enrollment Management	11/11/24	12/13/24
Student Fee Templates distributed by OBP via SmartSheet		12/16/24
VP's will submit Student Fee Templates via Smartsheets		1/31/25
Online Program Fee & Self Support Fees due to OBP		2/11/25
Other Mandatory Fees	12/16/24	2/7/25
Student Tuition & Fee Hearing-Lookout Room		3/3/25
Executive Budget Committee Meeting		3/3/25
SBOE Scheduled to approve Tuition & Fees		TBD
FY25 Tuition and Fee Schedules distributed and posted to OBP website	5/5/25	5/9/25
Annual All Funds Budget Process	**Start**	**Finish**
FY26 Budget Kickoff Memo		12/2/24
VP Offices to send Budget Request to division units/departments		12/9/24
FY26 Business Manager Budget Kickoff Meeting		1/24/25
FY26 Non Appropriated Budget Template is made available		2/3/25
FY26 Budget Requests due to VP Offices - same as FY25 - excel files emailed out		**3/14/25**
OBP Open Office Hours to answer local & auxiliary budget process from campus	2/10/25	3/28/25
FY26 Budget Requests due to OBP via VP Offices		4/4/25
FY26 Non Appropriated Budget Templates due to OBP via VP Offices		4/4/25
Bronco Budget 2.0 Budget Meetings with College Deans' Offices	2/17/25	3/31/25
Last Day to Submit FY25 Base (Permanent) Budget Transfers / budget adjustment		3/31/25
Last day to submit FY26 employee actions for any changes to be reflected in FY26 Budget Books		3/31/25
Load FY26 Appropriated, Local & Auxiliary budget in OFC - budget ledger. Regular budgets get loaded by PCN		6/30/25
FY26 Budget Books available on OBP website		July
Post appropriated carryforward activity in OFC (back date to July 1, 2025 - once approval is received)	July	August