<h1 style="color:red; text-align:center">California State University, Stanislaus
University Budget Process Timeline
For Fiscal Years 2023-24 & 2024-25</h1>

Date	Fiscal Year	Operating Fund (G0106)	Self-Support Program Business Plans
January 29-31, 2024	2023-24	University Budget Office (UBO) sends out 2023-24 Mid-year Review templates to Divisions to be completed and returned by **Feb. 21**.	
February 21, 2024	2023-24	Divisions return 2023-24 Mid-year Review templates and memos to University Budget Office. Any resulting Budget or Payroll Transfers need to be submitted by **Feb. 26th**.	
March 1, 2024	2024-25	Cost Allocation Planning Templates sent to departments with expected indirect costs for Auxiliary Enterprises and/or Organizations, due back **March 22**.	
March 15, 2024 (tentative)	2024-25	2024-25 Preliminary Base Budget Allocations received from the Chancellor's Office via Coded Memo. Normally includes mandatory costs only: health, insurance premiums, operating & maintenance of new facilities. Cabinet budget workgroup planning proceeds.	
March 22, 2024	2024-25	Cost Allocation Planning Templates due back to Financial Services.	
April 5, 2024	2024-25	**2024-25 Annual Budget Call** request goes out to Cabinet with supporting Budget Request Templates to divisions/areas. To be returned by **April 30th.**	
First week of April	2024-25	Centrally Paid Costs for 2024-25 emailed out to divisions/areas by Financial Services.	Centrally Paid Costs for 2024-25 emailed out to divisions/areas by Financial Services.
April 15, 2024	2024-25	Financial Services sends out Cost Recovery budget to Divisions for 2024-25.	Financial Services sends out Cost Recovery budget to Divisions for 2024-25.
April 24-26, 2024	2023-24	UBO sends out 2023-24 Third Quarter Review templates to Divisions to be returned **by May 17th**.	
April 26, 2024	2024-25	Requests for new or re-activated Department IDs or name changes to be established for the new 2024-25 Dept. Tree effective 7/1/2024 should be emailed to Accounting: Mellissa Robertson and cc: Angela Sevilla.	Requests for new or re-activated Department IDs or name changes to be established for the new 2024-25 Dept. Tree effective 7/1/2024 should be emailed to Accounting: Mellissa Robertson and cc: Angela Sevilla.

Red color references Fiscal Year 2023-24
Blue color references Fiscal Year 2024-25

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Date	Fiscal Year	Operating Fund (G0106)	Self-Support Program Business Plans
April 30, 2024	2024-25	Budget Request Templates due back to UBO from Cabinet.	
May 17, 2024	2023-24	Divisions return Third Quarter Review templates and memo to UBO. Any needed Budget or Payroll Transfers should be submitted to UBO **by May 22**.	
June 14, 2024	2024-25	Submit any needed **Position Funding Change Forms** to UBO to be processed for July LCD/Payroll effective date.	Submit any needed **Position Funding Change Forms** to UBO to be processed for July LCD/Payroll effective date.
June 17, 2024	2023-24		University Accounting Manager sends out Reserves Designation workbooks to be return by **6/28/24**.
June 28, 2024	2024-25		FY 24/25 Self-support Business Plan **drafts and draft Excel journal entries** due to University Budget Office (UBO) for review **before** routing for signatures. UBO reviews and comments during July.
July 17, 2024 (tentative)	2024-25	2024-25 Final Budget Allocations received from the Chancellor's Office via Coded Memo. May or may not include any changes from prelim. memo. President and Cabinet finalize Division Allocations and notify UBO.	
July 24-26, 2024 (tentative)	2024-25	Final 2024-25 General Fund Base Budget Templates released by UBO to Divisions to be completed **by July 31.**	
July 31, 2024 (tentative)	2024-25	2024-25 General Fund Base Budget Templates (AA & SA JEs also) due to UBO.	
August 5-16, 2024	2024-25	UBO compiles and submits University funds budgets to the Chancellor's Office through FIRMS.	UBO compiles and submits University funds budgets to the Chancellor's Office through FIRMS.
August 30, 2024	2024-25		Signed final 2024-25 Self-support Business Plan budgets due to UBO, with final version of budget journal entry.

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