LAMAR UNIVERSITY
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Lamar University Fiscal Year
Budget Cycle Calendar

January – May	Unit Business Officers will work closely with VPs/Deans to compile factors that will influence their respective areas of oversight to help build a prioritized budget for the upcoming fiscal year.
Late January	Budget, Finance staff, and the CFO collaborate to project revenues, economic factors, and planning assumptions for the next academic year.
Early February	New-year preliminary base operating budget is rolled into **Budget Development** production.
March 1	Position budgets are rolled into the new fiscal year in a **working-state.**
Early March	Unit leaders will receive budget and position information prior to meeting with the Budget Office.
March – April	Unit leaders will meet with Budget Office to present current staffing levels, review historical expenditures, propose budgetary changes to unit operations, and refresh training on Budget procedures and accountability. President, Provost, and CFO are optional attendees.
April	During even-numbered years, institutions of higher education will receive instructions for the **Legislative Appropriations Request** (LAR) submitted to the Legislative Budget Board (LBB). The LAR will be used during the following Legislative session to establish higher education fund levels for state institutions.
April – May	The Budget Office will review, analyze, and reconcile the information collected at budget meetings, then share with institutional leadership. This information is used in balancing the overall operating budget while maintaining priorities in the University Strategic Plan. During this time, unit leaders may be contacted or meet with Budget Office personnel regarding specific budget-related details or changes.
May 31	During odd-numbered calendar years, State Legislative Session concludes, and higher education fund levels are established for the next biennium.
Late June	Approved budget adjustments are entered in Budget Development by the Budget Office, if any.
Early July	Budget Office submits proposed budget tables and board book to TSUS.
August	During even-numbered years, first draft of the LAR is submitted to the LBB.
Mid-August	President submits budget to TSUS Board of Regents at the August board meeting and once approved, the Budget Office will load the budget into Banner Finance.
August – September	Budget Office meets with unit leaders to address questions regarding new fiscal-year budget.
September 1	**New fiscal year operations begin.**
October	During even-numbered years, final draft of the LAR is submitted to the LBB.

Revised 10/27/2027