

## Lamar University Fiscal Year 2021 Budget Cycle Calendar

<b>December 2 – January 17</b>	Budget Office coordinates with VPs/Deans to review current-year budgets and establish financial managers for specific departments.
<b>January 6 – February 21</b>	Unit budget managers will work closely with VPs/Deans in formulating prioritized budget, fixed-cost, and HEF requests using Annual New Budget Request Forms (DBR, FCBP, HBR) available through the Budget Office webpage.
<b>Late January</b>	Finance staff meet with President to discuss revenue projections and planning assumptions for the next academic year.
<b>Late February</b>	VPs/Deans will consolidate all budget requests using the New Budget Request Summary Form, also available through the Budget Office webpage.
<b>March 2 – April 3</b>	VPs/Deans/AVPs will meet with Budget Office and Finance staff to eliminate redundancy in their requests, recommend changes to increase efficiencies, present current staffing levels, review historical expenditures, and refresh training on Budget Development module. President, Provost, and VPFO are optional attendants.
<b>March 27</b>	New-year preliminary base operating budget is rolled into Budget Development production.
<b>March 30 – May 1</b>	Budget Development opens to all financial managers in production and will close early May.
<b>March 30</b>	Open Budget Development Lab in CICE building, room 118 training room, 1-4pm.
<b>April 7</b>	Open Budget Development Lab in CICE building, room 118 training room, 1-4pm.
<b>April 14</b>	Open Budget Development Lab in CICE building, room 118 training room, 1-4pm.
<b>April 17</b>	VPs/Deans will submit all forms for new budget requests to the Budget Office including Annual New Budget Request Forms - DBR, FCBP, HBR, and New Budget Request Summary Form.
<b>April 21</b>	Open Budget Development Lab in CICE building, room 118 training room, 1-4pm.
<b>April 28</b>	Open Budget Development Lab in CICE building, room 118 training room, 1-4pm.
<b>May 4 – May 29</b>	VPs/Deans present final budget requests through a Budget Hearing, which provides a forum for each division to discuss recommendations with the President, Provost, and VPFO, weighing them against other institutional priorities.
<b>Late June</b>	Approved New Budget increases are entered in Budget Development by the Budget Office.
<b>Early July</b>	Budget Office submission of budget tables and board book to TSUS.
<b>August 13</b>	President submits budget to TSUS Board of Regents at August board meeting, and once approved the Budget Office will load budget into Banner Finance.
<b>August – September</b>	Budget Office meets with VP/Deans to address questions regarding new fiscal-year budget.