

## Lamar University Fiscal Year 2020 Budget Cycle Calendar

<b>January 7 – February 15</b>	Budget Office coordinates with VPs/Deans to review current-year budgets and establish financial managers for specific departments.
<b>January 7 – February 15</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>	VPFO staff meet with President to discuss revenue projections and planning assumptions for the next academic year.
<b>January 7 – February 28</b>	VPs/Deans will collaborate with division-heads and consolidate all budget requests using the New Budget Request Summary Form, also available through the Budget Office webpage.
<b>March 5 – March 29</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 29</b>	New-year preliminary base operating budget is rolled into Budget Development production.
<b>April 1 – May 3</b>	Budget Development opens to all financial managers in production and will close early May.
<b>April 1</b>	Open Lab in CICE building, room 118 training room, 1-4pm.
<b>April 8</b>	Open Lab in CICE building, room 118 training room, 1-4pm.
<b>April 15</b>	Open Lab in CICE building, room 118 training room, 1-4pm.
<b>April 22</b>	Open Lab in CICE building, room 118 training room, 1-4pm.
<b>April 29</b>	Open Lab in CICE building, room 118 training room, 1-4pm.
<b>April 29</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>May 6 – May 31</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>June 28</b>	Approved New Budget increases are entered in Budget Development by the Budget Office.
<b>July 1</b>	Budget Office submission of budget tables and board book to TSUS.
<b>August</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 15 – September 15</b>	Budget Office meets with VP/Deans to address questions regarding new fiscal-year budget.