



**are required by the Department/Division head, area VP, as well as EVP, Finance and Operations and the President.**

**Mid Dec - Distribute mandatory fee requests information to applicable budget managers & VPs. Mandatory fees must be approved by the Student Affairs Committee and then signed off only MGA's Chief Business Officer (EVP, Finance & Operations). They also go to the President for approval before being submitted to USG.**

**18- Housing Rates & Data due to USG.**

**18- Dining Rates & Data due to USG.**

**29- FY25 Mandatory Fees due to USG.**

**FY25 Elective Fees due to USG.**

**Five Year Auxiliary Business Plans due to USG.**

**Five Year PPV Projections and updated 10 Year Cash Flow Projections due to USG.**

**Early Feb - HR distributes staff evaluations to divisions and departments.**

**01 - Staff evaluations due to HR.**

**14- Vice Presidents present FY25 budget requests.**

**Mid March - Office of Budget & Planning begins preparing new fiscal year budget.**

**01 - Office of Budget & Planning pulls salary information for FY25 budget and prepares salary worksheets for distribution (if applicable).**

**08- Promotions and salary adjustments for review and submission to Dr. Blake for approval.**

**16- Get Allocations from USG. This will include State Appropriations, increase in Tuition, and any funds for raises (if applicable).**

**End of April - Last day for Rads**

**08- FY25 budget due to USG.**

**08- Spending is cut off and access to ePois removed. Any requests for spending after this date must be done through the YE Request form, which goes to Office of Budget & Planning for approval. A**

**06- Operating budgets are swept**

**14- FY25 Original Budget presented to BOR for approval**