

Annual All Funds Budget Schedule - Fiscal Year 24-25

Chargebacks Process	Start	Finish
FY25 Invitations sent out to chargeback committee		10/27/23
Chargeback Kickoff Meeting	10/30/23	11/3/23
Send FY24 Chargebacks to areas to be updated for FY25 and Chargeback Memo		11/3/23
FY25 Chargebacks Due back to OBP		11/17/23
Chargeback Committee Meeting		1/11/24
Post approved FY25 chargebacks on OBP website		February
Tuition/Fee Setting Process	Start	Finish
Fee Request Instruction Memo by CFO & VP Student Affairs and Enrollment Management	10/23/23	12/8/23
Student Fee Templates distributed by OBP via SmartSheet		12/15/23
VP's will submit Student Fee Templates via Smartsheets		1/25/24
Online Program Fee & Self Support Fees due to OBP		2/2/24
Other Mandatory Fees	12/15/23	2/6/24
Student Tuition & Fee Hearing-Lookout Room		3/4/24
Executive Budget Committee Meeting		3/4/24
SBOE Scheduled to approve Tuition & Fees		4/17/24
FY25 Tuition and Fee Schedules distributed and posted to OBP website	5/6/24	5/10/24
Annual All Funds Budget Process	Start	Finish
FY25 Budget Kickoff Memo		11/27/23
VP Offices to send Budget Request to division units/departments		12/4/23
FY25 Business Manager Budget Kickoff Meeting		1/23/24
FY25 Non Appropriated Budget Template is made available		2/5/24
FY25 Budget Requests due to VP Offices - same as FY24 - excel files emailed out		3/15/24
OBP Open Office Hours to answer local & auxiliary budget process from campus	2/12/24	3/29/24
FY25 Budget Requests due to OBP via VP Offices		4/5/24
FY25 Non Appropriated Budget Templates due to OBP via VP Offices		4/5/24
Bronco Budget 2.0 Budget Meetings with College Deans' Offices	2/19/24	3/8/24
Last Day to Submit FY24 Base (Permanent) Budget Transfers / budget adjustment		3/29/24
Last day to submit FY25 employee actions for any changes to be reflected in FY25 Budget Books		3/29/24
Load FY25 Appropriated, Local & Auxiliary budget in OFC - budget ledger. Regular budgets get loaded by PCN		6/28/24
FY25 Budget Books available on OBP website		7/15/24
Post appropriated carryforward activity in OFC (back date to July 1, 2024 - once approval is received)	7/22/24	8/16/24