

**STATE UNIVERSITY SYSTEM  
OPERATING BUDGET CYCLE  
CALENDAR**

	Universities/ Board of Trustees	Department of Education Commissioner/ Chancellor	Board of Governors	Governor	Legislature
<b>March</b>		Prepare Draft General Guidelines for Development of SUS Legislative Budget Request <span style="float: right;">1</span>			
<b>April</b>		Distribute technical instructions to the Universities for Submission of University Legislative Budget Request <span style="float: right;">3</span>	Adopt General Guidelines for Development of SUS Legislative Budget Request <span style="float: right;">2</span>		
<b>May / June</b>	Submit University/Board Legislative Budget Request to the DCU <span style="float: right;">4</span>	Review/Prepare SUS Legislative Budget Request <span style="float: right;">5</span>			
<b>July</b>			Approve SUS Legislative Budget Request with Authority of Chancellor to Make Technical Changes <span style="float: right;">6</span>		
<b>August</b>	Universities submit Operating Budget	Continue Preparation of the Legislative Budget Request, Make Technical Changes as Authorized by the Board <span style="float: right;">7</span>			
<b>September</b>		Submit Approved SUS Legislative Budget Request <span style="float: right;">8</span>  Approve Operating Budget			
<b>October/ November</b>		Nov.: Request Universities to Review Plant Operations & Maintenance (PO&M) for New Space Budget Request for Updates/Changes <span style="float: right;">9</span>		Development of Governor's Recommended Budget <span style="float: right;">10</span>	
<b>December</b>	Universities Submit Updates/Changes for PO&M for New Space Budget Request <span style="float: right;">11</span>			Development of Governor's Recommended Budget <span style="float: right;">12</span>	
<b>January</b>		As needed, prepare Chancellor's Amended Legislative Budget Request <span style="float: right;">13</span>		Governor Releases Recommended Budget <span style="float: right;">14</span>	
<b>February</b>			As needed, Approve Amended SUS Legislative Budget Request <span style="float: right;">15</span>		
<b>March/ April</b>					Legislature in Session <span style="float: right;">16</span>
<b>May</b>					General Appropriations Bill Passed <span style="float: right;">17</span>
<b>June</b>				General Appropriations Act Signed into Law <span style="float: right;">18</span>	
<b>July/ August</b>	Universities Submit Operating Budgets for all Budget Entities <span style="float: right;">19</span>				
<b>September</b>	Universities Submit Expenditure Analysis for the most recently completed year <span style="float: right;">20</span>				
<b>February/ March</b>	Institutional Audits completed by the State Auditor General <span style="float: right;">21</span>				

\*Order of activities shown by numbers