

BOWIE STATE UNIVERSITY
Budget Development Process Calendar – FY 2025-2027

Timeline	Due Dates	Task
Aug-Sept	August	USM provides Bowie with specific budget instructions and information for submission of next year's budget request (General Funds, Tuition Rate, Institutional Mandatories, etc.)
	August	Budget Office obtains preliminary enrollment numbers and credit hour mix from Institutional Research for development of the University's budget request
	September	A preliminary upcoming fiscal year budget request is prepared in accordance with USM instructions, preliminary enrollment numbers, preliminary initiatives, and the current year base budget
	September	The preliminary upcoming fiscal year budget request is prepared for the State and entered into the Budget Application System (BAS)
Nov-Feb	November	Draft Tuition, Mandatory Fees, Room and Board Rates are reviewed through shared governance process (SGA, GSA, & University Council)
	December	If applicable, adjustments are made to the preliminary upcoming fiscal year budget request based on information from USM
Jan-Mar	January	Governor approves upcoming fiscal year budget request and forward to Department of Legislative Services (DLS)
	January	Receive several fiscal impact statements from USM regarding pending legislation that may have impact on higher education institutions in the State
	January	DLS prepares an assessment of BSU and submits questions/areas of concerns
	January	Conduct Mid-Year Expenditure Review with VPs and/or President – Re-allocation of one-time funds recommended, if appropriate, to align with strategic priorities
	February	If applicable, Budget Hearings with the Department of Budget and Management (DBM) are held. Testimony is prepared for President to defend upcoming fiscal year budget proposal
	February	If applicable, President testifies before the House/Senate subcommittees
	February	Tuition, Mandatory Fees, Room and Board rates are submitted to Board of Regents (BOR) for approval

	February	VPAF provides mid-year budget update to the campus community via Town Hall and/or Faculty/Staff Institute.
	March – Outlying Fiscal Year	President and Cabinet members establish University priorities for Outlying FY
	March	Cabinet finalizes enrollment numbers for development of University’s upcoming fiscal year working budget
	March	Budget Office prepares projected Working Revenue Budget based on headcount/credit hours and Governor’s allowance
	March – Outlying Fiscal Year	Departments begin developing initiatives for review based on instructions from their division/department heads (VP) for Outlying FY
Apr-Jul	April – Outlying Fiscal Year	All departmental initiatives are due to their respective division/department heads (VP) for review by April 30
	April – Outlying Fiscal Year	All proposed initiatives are due to the Budget Office from division/department heads (VP)
	April – Outlying Fiscal Year	Cabinet reviews submissions to ensure initiatives are aligned with BSU’s Strategic Plan
	April	USM notifies the institutions if the proposed Tuition, Fees, Room and Board Rates are approved by BOR
	May	President and VPAF host a campus wide budget update open forum
	June	Budget Office begins the process of preparing the working budget for use in Workday.
	July	Budget Office re-allocates one-time reserve funds to divisions
	July	Budget Office informs the campus community that budgets are available in Workday.
	July	The Budget Office submits Bowie’s working budget information to USM

Revised: February 7, 2025