

**Clemson University**  
**TENTATIVE Budget Office Timeline**  
**As of September 5, 2017**

Month	Date	Day	Calendar Year	Event
August	11	Fri.	2017	Process Vending Committee allocations
August	31	Thu.	2017	Distribute Fund Balance/Performance Credit Reports (updated for FY2017-18)
August	31	Thu.	2017	Process F&A allocations
September	15	Fri.	2017	Distribute Fund Balance/ Performance Credit Reports
October	2-6	Mon.-Fri.	2017	CUBA (budget amendment) testing
October	5-6	Thu.-Fri.	2017	Board of Trustees (BOT) Meeting
October	16	Mon.	2017	CUBA rollout to users
October	16-27	Mon.-Fri.	2017	1st Quarter Financial Update with Business Officers
October	31	Tue.	2017	Request Mid-Year Fund Balance Spending Plans Updates from Budget Centers
November	6-17	Tue.-Fri	2017	1st Quarter Financial Update with Deans/ Division Heads
November	22	Wed.	2017	Request Mid-Year Fund Balance Spending Plans are DUE
December	1	Fri.	2017	Execute Cash Load Transfers
December	22	Fri.	2017	Process Budget Adjustments for Fund Balance Spending
January	8	Mon.	2018	Student Fee Submission Begins
January	8	Mon.	2018	Academic Fee Schedule - State
January	15-26	Mon.-Fri.	2018	2nd Quarter Financial Update with Business Officers
February	8-9	Thu.-Fri.	2018	Board of Trustees (BOT) Meeting
February	5-16	Mon.-Fri.	2018	2nd Quarter Financial Update with Deans/ Division Heads
February	9	Fri.	2018	Student Fee Submissions Due
February	14-23	Wed.-Fri.	2018	Fee Committee Review of Fee Requests
February	14	Wed.	2018	Compensation Planning (HCP) Begins
February	14-23	Wed.-Fri.	2018	HCP Training
March	1-9		2018	Fee Committee Continues Review of Fee Requests
March	2	Fri.	2018	Departmental Reorganizations Due to Budget Office
March	2	Fri.	2018	Permanent Amendments Due to Budget Office
March	5	Mon.	2018	FY2018-19 Budget Development in Hyperion Begins
March	5-9	Mon.-Fri.	2018	Bud Dev Training
March	19	Mon.	2018	<b>TENTATIVE</b> - Present FY2018-19 Student Fee Requests to Executive Leadership Team (ELT)
April	19-20	Thu. - Fri.	2018	Board of Trustees (BOT) Meeting
April	16-27	Mon.-Fri.	2018	3rd Quarter Financial Update with Business Officers
April	27	Fri.	2018	FY2018-19 Budgets Due
May	1-11	Mon. - Fri.	2018	3rd Quarter Financial Update with Deans/ Division Heads
May	7-11	Mon. - Fri.	2018	Budget Office Review Submitted Budgets
May	9-11	Wed.-Fri.	2018	Prepare Restricted Parent LOAD Budgets
May	21-25	Mon. - Fri.	2018	Budget Load for Unrestricted Funds, Restricted Funds, and Related Organizations
May	28-30	Mon.-Wed.	2018	Ensure Budget Load is Complete, Correct, Balanced
June			2018	Budget Document Preparations
July	19-22	Thu. - Fri.	2018	BOT Meeting