

Western Oregon University
Proposed Budget Development Timeline
Budget & Planning Office

Timeline	Deadline	Tasks	Responsible
July	7/1/25	1. New budget year	Budget Authorities
	7/31/25	2. Review budget upload in Banner	Budget Authorities
	TBD	3. Initial SSCM Allocation Estimate (FY2026)	HECC
August	8/8/25	Monthly budget status report distribution	Budget & Planning
September	9/9/25	Monthly budget status report distribution	Budget & Planning
October	10/8/25	1. Monthly budget status report distribution	Budget & Planning
	10/15/25	2. Vacant position analysis and replacement assessment	HR & Budget Authorities
	TBD	3. UBAC recommendations on budget priorities	UBAC
	10/29/25	4. Communication of quarterly budget report (June 30 & Sept 30)	UBAC Town Hall
	TBD	5. Academic Sustainability Committee (ASC) recommendations	ASC & Provost
	TBD	6. Departmental and division goals, targets and outcomes reviews	Directors & VPs
	TBD	7. Final HECC SSCM Allocation true-up (FY2026)	HECC
November	11/4/25	1. Submit management report (as of Sept 30) to FAC for acceptance	FAC
	11/8/25	2. Monthly budget status report distribution	Budget & Planning
	TBD	3. Establish budget priorities	President, SLC & UBAC
	11/19/25	4. Submit management report (as of Sept 30) to BOT for acceptance	BOT
	11/26/25	5. Preliminary enrollment estimates for tuition & fees projection	Enrollment Management
	11/26/25	6. Preliminary estimates for salary/OPE rates	HR & Budget
	11/26/25	7. IFC current service level budget & revenue estimates	Budget & Planning
	11/26/25	8. Reconstitute IFC	VPSA
	11/26/25	9. Reconstitute TFAC	VPFA

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December	12/8/25	1. Monthly budget status report distribution	Budget & Planning
	12/19/25	2. Issue budget development instructions	President & VPFA
	12/19/25	3. Budget worksheet disbursement	Budget & Planning
	TBD	4. Call for budget requests, including commitments & obligations	President & VPFA
	12/19/15	5. Call for new course fees & existing course fee changes	Provost
	TBD	6. Budget manager workshop	Budget & Planning
January	1/5/26	1. IFC & TFAC meetings begin	IFC & TFAC
	1/9/26	2. Monthly budget status distribution	Budget & Planning
	1/26/26	3. New course fees & changes to existing course fees due	Provost
	TBD	4. Budget requests due, including commitments & obligations	Budget Authorities
	TBD	5. Initial review of budget requests	President, SLC & UBAC
	TBD	6. Communication of budget request summary	UBAC Town Hall
	TBD	7. Communication of quarterly budget report (as of Dec 31)	UBAC Town Hall
	TBD	8. Final HECC SSCM Allocation true-up (FY2026)	HECC
February	2/8/26	1. Monthly budget status report distribution	Budget & Planning
	2/10/26	2. Submit management report (as of Dec 31) to FAC for acceptance	FAC
	2/25/26	3. Submit management report (as of Dec 31) to BOT for acceptance	BOT
	2/27/26	4. TFAC open forum/survey	TFAC
March	3/8/26	1. Monthly budget status report distribution	Budget & Planning
	3/20/26	2. IFC finalizes rate & allocations	IFC
	3/20/26	3. TFAC finalizes recommendations to President	TFAC
	3/27/26	4. Prepare Tuition & Fee Book	Budget & Planning
	TBD	5. Review Tuition & Fee Book	President & SLC
	TBD	6. Budget stakeholder engagements	Budget & Planning

Timeline	Deadline	Tasks	Responsible
April	4/7/26	1. Submit management report (as of Mar 31) to FAC for acceptance	FAC
	4/7/26	2. Submit Tuition & Fee Book to FAC for approval	FAC
	4/8/26	3. Monthly budget status report distribution	Budget & Planning
	4/22/26	4. Submit management report (as of Mar 31) to BOT for acceptance	BOT
	4/22/26	5. Submit Tuition & Fee Book to BOT for approval	BOT
	4/22/26	6. Finalize enrollment estimates for tuition & fees revenue	Enrollment Management
	4/22/26	7. Finalize estimates for salary/OPE rates	HR & Budget
	TBD	8. Budget request decisions	President, SLC & UBAC
	TBD	9. Communication of budget request decisions	Budget & Planning
	TBD	10. Budget stakeholder engagements	Budget & Planning
	TBD	11. Finalize draft budget for review	Budget & Planning
	TBD	12. Communication of quarterly budget report (as of Mar 31)	UBAC Town Hall
May	5/8/26	1. Monthly budget status report distribution	Budget & Planning
	TBD	2. Review draft budget	President, SLC & UBAC
	TBD	3. Communication of finalized draft budget	UBAC Town Hall
	5/19/26	4. Submit draft budget to FAC for approval	FAC
	5/19/26	5. Submit management report (as of Apr 30) to FAC for acceptance	FAC
June	6/3/26	1. Submit draft budget to BOT for approval	BOT
	6/3/26	2. Submit management report to BOT for acceptance	BOT
	6/8/26	3. Monthly budget status report distribution	Budget & Planning
	6/30/26	4. Load approved budget into Banner	Budget & Planning