

2025-26 TIMELINE: FY27 INCIDENTAL FEE BUDGET

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|------|----------------|----------------|--|---|--|--|
| EXEC | LEG | LEG | Aug 1 - Sept 30 | Legislative and Executive Branches gather input and conduct research to inform the development of Financial Priorities for the upcoming budget cycle. <i>(May occur separately or jointly.)</i> | | |
| LEG | DEPTS & CNTRCT | LEG | Wednesday, Sept 24 | Finance Committees distribute Benchmark Requests to all I-Fee funded departments and contract service providers. | | |
| | | | FALL TERM <> FALL TERM <> FALL TERM <> FALL TERM | | | |
| EXEC | STU ORGS | STU ORGS | Sunday, Sept 28 | DEADLINE Last day for new orgs to be recognized and join this year's budget process (must follow full timeline). | | |
| EXEC | LEG | LEG | Sept 28 - Oct 28 | EXEC & COMMITTEES: Using your Financial Priorities, outline your proposed budget - including any increases, reductions, or changes from the previous year. This will form the basis of your Benchmark Request. <i>Tip: Work collaboratively within your branch (Legislative or Executive) to define the scope of your budget and align it with your goals for the coming year. Use the spreadsheet provided to your committee.</i> | | |
| EXEC | LEG | LEG | Wednesday, Oct 1 | DEADLINE: Legislative and Executive Branches must publish their Financial Priorities by this date. (Branches may choose to publish separately or jointly.) | | |
| LEG | STU ORGS | STU ORGS | Wednesday, Oct 1 | SENATE HEARING: Stipend Model must be approved by this date if any changes are to be made (per constitutional deadline). | | |
| LEG | DEPTS & CNTRCT | DEPTS & CNTRCT | Friday, Oct 3 | CSL Memo Released: The Division of Student Life circulates the Current Service Level (CSL) memo. This reference document is essential for departments and contracts and will be posted on the budget website. | | |
| LEG | STU ORGS | DEPTS & CNTRCT | Oct 1 - 30 | ASUO Legislative Officers meet with I-Fee Funded Units to: 1) Discuss ASUO's financial priorities and how they may impact the unit's budget; and 2) Review any proposed changes to the unit's budget compared to the previous year. | | |
| LEG | STU ORGS | DEPTS & CNTRCT | Oct 6 - 10 | Legislative Officers distribute budget materials—including instructions, budget packets, and ASUO financial priorities—to all I-Fee funded units. | | |
| LEG | DEPTS & CNTRCT | DEPTS & CNTRCT | 5pm on Sunday, Oct 19 | DEADLINE: Benchmark Requests due from I-Fee funded departments and contract service providers. <i>(Note: Student organizations do not submit Benchmark Requests.)</i> | | |
| LEG | STU ORGS | STU ORGS | 5pm on Friday, Oct 24 | DEADLINE: Student Org Budget Requests Due | | |
| LEG | STU ORGS | DEPTS & CNTRCT | Monday, Oct 27 | BUDGET HEARINGS BEGIN (In Committee) and continue through January 15 | | |
| EXEC | LEG | LEG | Tuesday, Oct 28 | DEADLINE: Finance Committees & Executive finalize and send Benchmark Requests to Senate | | |
| EXEC | LEG | LEG | Wednesday, Oct 29 Senate Hearing | SENATE HEARING: Walk-through of Benchmark and Executive Recommendations; includes process check-in and Q&A. | | |
| LEG | STU ORGS | STU ORGS | 5pm on Friday, Oct 31 | DEADLINE: Student organizations must revise and resubmit Budget Requests to address SOFS-requested corrections or errors. DEADLINE: Departments and Contract Service Provider Budget Requests Due | | |
| EXEC | LEG | LEG | Wednesday, Nov 5 Senate Hearing | SENATE HEARING: Benchmark Requests reviewed and approved. | | |
| LEG | STU ORGS | DEPTS & CNTRCT | Nov 5 -- 15 | BUDGET HEARINGS CONTINUE (In Committee) | | |
| EXEC | LEG | UO ADMIN | Saturday, Nov 15 | Enrollment Projections Released: The Division of Student Life circulates Enrollment Projections. This data is entered into the I-Fee Projection Calculator Spreadsheet. | | |
| LEG | STU ORGS | DEPTS & CNTRCT | Nov 17 -- Dec 12 | BUDGET HEARINGS CONTINUE (In Committee) | | |
| | | | WINTER TERM <> WINTER TERM <> WINTER TERM <> WINTER TERM | | | |
| LEG | STU ORGS | DEPTS & CNTRCT | Jan 5 -- Jan 15 | BUDGET HEARINGS CONTINUE (In Committee) | | |
| LEG | STU ORGS | DEPTS & CNTRCT | Thursday, Jan 15 | DEADLINE: Final Budget Hearings may be held in committee by this date. | | |
| LEG | STU ORGS | DEPTS & CNTRCT | 5pm on Thursday, Jan 15 | DEADLINE: I-Fee funded units may submit a request to appeal the budget allocated by the committee. | | |
| LEG | STU ORGS | DEPTS & CNTRCT | Jan 15 -- 21 | APPEALS HEARINGS: Designated week for I-Fee budget appeal hearings. | | |
| LEG | LEG | LEG | Jan 22 -- 24 | Finance Committees meet to debate and finalize proposed budgets (typically 2–3 days after appeals conclude). | | |
| LEG | LEG | LEG | Sunday, Jan 25 | DEADLINE: Finance Committees submit final budget proposals to the Senate. | | |
| LEG | LEG | LEG | Jan 25 -- 30 | Senators review proposed budgets in advance of the hearing. | | |
| LEG | LEG | LEG | Wednesday, Jan 28 Senate Hearing | Senate reviews proposed budgets from each Finance Committee. | | |
| EXEC | LEG | LEG | Saturday, Jan 31 Senate Hearing | DECISION DAY: Senate reviews and finalizes the proposed I-Fee budget and the recommended incidental fee amount ("Budget Proposal"). | | |
| EXEC | LEG | LEG | Sunday, Feb 1 | Senate transmits the finalized Budget Proposal in writing to the ASUO President (within one day of the decision). SOFS prepares and delivers the document on the Senate's behalf. | | |
| EXEC | LEG | LEG | Feb 4 -- 9 | Reserved timeframe for ASUO veto process, if initiated. | | |
| LEG | SOFS | SOFS | Feb 10 -- 13 | SOFS prepares the Budget Proposal packet for the ASUO President to transmit to President Scholz (and ultimately to the Board of Trustees). | | |
| EXEC | LEG | LEG | Monday, Feb 16 | DEADLINE: ASUO President submits Budget Proposal to President Scholz, allowing one full week for review before submission to the Board of Trustees. | | |
| EXEC | LEG | UO PRES | Monday, Feb 23 | DEADLINE: President Scholz notifies ASUO of approval or denial of the Budget Proposal. If approved, the proposal is forwarded to the Board of Trustees. | | |
| LEG | LEG | LEG | Mar 1 -- 16 | ASUO Finance Committees and Senate coordinate to gather and review feedback on the budget process. | | |
| LEG | BOT | BOT | Mar 16 -- 17 | Board of Trustees reviews the I-Fee Budget Proposal. If approved, the budget and fee amount are finalized. | | |
| | | | SPRING TERM <> SPRING TERM <> SPRING TERM <> SPRING TERM | | | |
| LEG | STU ORGS | DEPTS & CNTRCT | Mar 30 -- April 17 | ASUO Legislative Officers communicate the final approved budget to all I-Fee funded units. | | |