

LEWIS-CLARK STATE COLLEGE BUDGET DEVELOPMENT TIMELINE

Budget Office: Revised 10/3/2024

				(ALL DATES SUBJECT TO CHANGE)	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
Internal Budget Development FY26		Ownership	Est. Due Date													
	RRF Process Review	Budget Director	8/31/2024													
	RRF Form Update	Budget Director	8/31/2024													
	Units submit RRFs to Supervisor/VPs & President/student fee proposals to the VPSA		12/2/2024													
	Supervisors & VPs review RRFs		Dec '24-Jan '25													
	VP and/or President Designee posts reviewed RRFs to RRF Teams Site		1/10/2025													
	FAC committees meet and review RRFs by this date		2/10/2025													
	Master RRF list created	Asst. Bdgt Director/Financial Coordinator	2/17/2025													
	Executive Cabinet to determine "Shark Tank" finalists by this date	Executive Cabinet	2/24/2025													
	FAC chairs conclude presentation to Cabinet by this date	Executive Cabinet	3/3/2025													
	Cabinet review/prioritization of RRF's for student fees	VP Finance	3/6/2025													
	Cabinet approves RRF awards for budget book (official list)	VP Finance	4/25/2025													
	Finalize budgets with CEC adjusts & ongoing RRFs	Budget Director/Assistant Budget Director	4/28/2025													
	Post RRF awards to Teams site	Budget Office	6/30/2025													
Student Fee Process FY26		Ownership	Est. Due Date													
	Student fee proposals received by VPSA		11/22/2024													
	Start RRF student fee proposals review by ASLCSC	ASLCSC	12/2/2024													
	Preliminary "Activity Fee" proposal mtg. hosted by ASLCSC; ASLCSC must meet with the individuals who submit fee requests	Due by ASLCSC	1/24/2025													
	Student fee final recommendations received by VPSA	ASLCSC	1/31/2025													
	Preliminary student fee proposal, President and VPs review	President/VPs/Budget Director	2/6/2025													
	Notify students re: fee hearing	See Checklist	2/10/2025													
	Student "Tuition & Fee" fee proposal hearing	VP Finance/Budget Director	3/4/2025													
	Submit student fee proposal to SBOE	Budget Director	3/15/2025													
	SBOE considers student fee proposals		4/17/2025													

Purple: Administrative Decision/Review Due Date

Colored blocks indicate items that are time linked