

MEMORANDUM

TO: Branch Directors and Financial Support Staff
FROM: Jeremy Hamlin, Director, Office of Planning, Budget and Analysis
DATE: February 7th, 2025
SUBJECT: Deadlines – FY26 Budget Development - Branch Campus Submission

IMPORTANT DATES

- **February 27, 2025** Present the final proposed FY26 Tuition & Fee Rates & Compensation Increase to BLT (presentation material due to OPBA by February 24, 2025).
- **February 28, 2025** Finish reviewing the FY25 Unrestricted & Restricted Original Budget WebFocus Report.
- **February 28, 2025** Return final Restricted templates for the FY25 revised and FY26 Original budgets to OPBA.
- **March 7, 2025** OPBA will load the Restricted FY25 Revised and FY26 Original Budgets.
- **March 12, 2025** Finish reviewing FY25 Restricted Revised Budget and the FY26 Restricted Original Budget in WebFocus
- **March 12, 2025** Submit Preliminary Restricted HED BAR to OPBA for inclusion in the Regents' approval materials
- **March 21, 2025** BDT Transfer and BD4 JV Entry Deadline
- **April 3, 2025** OPBA to email the manually created FY25 Revised 1A Schedule
- **April 7, 2025** OPBA creation of the FY25 Revised HED Phase
- **April 8, 2025** Begin review of the WebFocus State Format Document FY25 Revised Unrestricted Budget
- **April 8, 2025** Submit preliminary FY25 Unrestricted HED BAR to OPBA for inclusion in the Regents' approval material.
- **April 8, 2025** Submit BAR narratives – BAR book format
- **April 11, 2025** Submit Final FY25 Unrestricted and Restricted HED BAR to OPBA for inclusion in the Regents' approval material
- **April 21, 2025** Salary Planner and Budget Development Locked at org level 3
- **April 22, 2025** OPBA to email preliminary FY26 Original Exhibit 1A
- **April 24, 2025** OPBA to email the FINAL manually created FY25 Original and Revised and FY26 Original 1A Schedule
- **April 28, 2025** Complete review FY25 Revised Column and FY26 Original Budget Column in WebFocus HED State Format Document
- **May 1, 2025** Submit FY26 HED State Format Document to HED, copy OPBA and Nicole Dopson
- **May 15, 2025** OPBA will submit the budget approval form signed by the Board of Regents to HED following the BOR meeting

RESOURCES

- Budget Planner/Development Standard Operating Procedures (SOPs) are posted on the OPBA web page: [Budget Planner/Development](#)
- Branch Reporting Standard Operating Procedures (SOPs) posted here: [Branch Reporting](#)

OPBA BRANCH CONTACT LIST

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