

FY07 Budget Development

University Units

Important Dates

January	2	Holiday
January	4	FY07 Governor's Proposed Budget Released
January	5	Review Fall Tuition finals- academic units submit BD's to align Fall tuition budget to actual
January	6	Complete BOT Quarterly Reports
January	10	E Fund Training - HR Professional Development
January	12	Review Evening Program Fall Finals - Notify Academic Units
January	16	Holiday
January	18	Brown Bag Lunch - Academic Units
January	20	FREEZE - Recurring Budget Transfer Deadline
January	24	A Fund Budget Training - HR Professional Development
January	30	CHE - Academic Fee Calculation Due
February	1	Tuition & Fees: Memo to Columbia campus departments for FY07 fee requests - due back 3/6 Accounting/Budget Tools Training - HR Professional Development House Ways and Means Subcommittee Presentation 2:00
February	2	Brown Bag Lunch - Service Units
February	3	Tuition & Fees: Memo to Senior and Regional Campuses for FY07 fee requests - due back 3/6
February	8	Initiatives: Memo request to VP's for FY07 initiatives, due back 4/12
February	14	Accounting/Budget Tools Training - HR Professional Development
February	15	Brown Bag Lunch - Academic Units
February	20	User Fee changes: Request to Columbia Units for FY07 changes/ new fees - due back 3/1
March	1	User fee requests and changes due in Budget Office Academic Units: Send allocation factors information out - comments due back 3/10

March	3	User fee requests summarized for VP approval and Administrative Council
March	6-8	Provost Academic Meeting
March	6-9	Spring Review - all units
March	6	Tuition and Fees: All requests due in Budget Office
March	10	Spring Review: send out to all units - response due back 3/17 Academic units: Allocation factors comments due back User fee requests and changes extension
March	15	FY07 Budget Development Workshop - All Columbia Units - TBA
March	17	Spring Review: Units responses due in Budget Office
March	20	Spring Review: Roll up unit responses for Provost and CFO Service and Academic Units: Begin work on FY2007 Budget
March	21	Service Units: Review Unit Description, revisions due 3/31
March	22	Brown Bag lunch - All Units
March	31	Service Units: Description revision due in Budget Office
April	5	Carryforward Workshop CSD, Room 321 - Auditorium
April	6	Carryforward Estimate templates out to all units, due back 4/19
April	7	Senior and Regional Campuses: BOT budget packages available - Due 5/1 Auxiliary Units: BOT budget packages available- Due 5/1
April	10	Complete BOT Quarterly Reports Tuition and Fees: Consolidate list of requests for VP's send out for comment
April	12	Brown Bag Lunch - All Units
April	19	Carryforward Estimates: Due back in Budget Office
April	21	Tuition and Fees: VP recommendations due in Budget Office
May	1-11	Hold for Budget Hearings with President - tentative
May	1	Senior and Regional Campuses: BOT documents due in Budget Office Auxiliary Units: BOT documents due in Budget Office
May	5	Service and Academic Units: FY2007 Budget due back in Budget Office
May	11	Brown Bag Lunch - All Units
May	22-26	Balance Columbia line-item budget and run test g/l

		Finalize tuition and fees - President approves Initiatives - tentative
May	29	Meet with Bursar to review Preliminary Tuition and Fee Schedule
June	1-2	BOT Document Preparation
June	5	Draft of BOT document complete
June	9	Senior and Regional Campuses: Workbooks available for line item budget submission - Due 7/7 Auxiliary Units: Request line-item budget submission - Due 7/7
June	12-16	Prepare and finalize BOT presentation for June 19
June	12	BOT Executive Committee Mailout deadline for 6/19
June	19	BOT Executive Committee - FY07 Budget Review Complete final edits of BOT document- send to printer
June	20	Finalize Tuition and Fee Schedule and Board Mandated Fee Distribution - Send to Bursar's Office
June	22	BOT mailout deadline
June	29	Full BOT meeting- FY07 Budget
June	26-28	Prepare and finalize BOT presentation for June 29
July	4	Holiday
July	7	Senior and Regional Campuses: Line-Item budget due Auxiliary and School of Medicine: Line-item budget due
July	10-12	LOAD FY07 Columbia Line Item and Campuses as available
July	10	Complete BOT Quarterly Reports
July	17	Carryforward preliminary
July	24	Carryforward preliminary
July	26	Tentative: Brown Bag Lunch - all units
July	31	Carryforward preliminary
August	1-4	Carryforward out to Columbia Units
August	11	Carryforward BD's due back from units
September	4	Holiday
October	6	Completes BOT Quarterly Reports

November	6-9	Fall Review - All Columbia Units
November	10	Fall Review: send out to all units - response due back 11/17
November	17	Fall Review: unit responses due back
November	20	Fall Review: Roll up responses for Provost VPRHS and CFO
November	23-24	Holiday
December	15	Reminder FY07 Recurring Budget Transfers cut- off January 24, 2007
December	22-	Holiday