

FY07 Budget Development

Service Units

Important Dates

January	10	E Fund Training - HR Professional Development
January	20	Last day to submit PERMANENT BD's for FY2006 January 31, 2006 will be the starting point of FY2007 budget development
January	24	A Fund Budget Development Training - HR Professional Development
February	1	Tuition and Fees Request - memo and templates to deans, requests due back by 3/6
February	1	Accounting/Budget Tools Training - HR Professional Development
February	2	Brown Bag Lunch - Service Units BD's and Budget Development Calendar
February	8	Initiatives - memo and templates to VP's, requests due back, via VP, by 4/12
February	14	Accounting/Budget Tools Training - HR Professional Development
February	20	User Fee change Request - memo and templates out to units, requests due back 3/1
March	1	User Fee Change Requests - due back in Budget Office, summarized for VP's
March	6	Tuition and Fee Requests due to Budget Office
March	10	Spring Review out to units - based on 2/28/2006 data, due back 3/17
March	15	FY2007 Web-based budget development - training and instructions CSD, Room 321 - Auditorium - 9:30-11:00
March	17	Spring Review due back in Budget Office
March	20	Service and Academic Units: Begin work on FY2007 Budget
March	21	Service Units review Unit Descriptions, changes due back 3/31
March	22	Brown Bag Lunch - All Units Tentative - Bursar's Office/ Accounts Receivable
March	31	Service Units - Description revision due back in Budget Office, if necessary
April	5	Carryforward Workshop CSD, Room 321 - Auditorium
April	6	Carryforward Estimate template out to all units, due back 4/19
April	12	Brown Bag Lunch - All Units
April	14	Carryforward Estimate due back in Budget Office
May	5	Service and Academic Units: FY2007 Budget due back in Budget Office
May	11	Brown Bag Lunch - All Units
June	12	Board of Trustess Executive Committee Reviews Budget
June	29	Full Board of Trustee review of FY07 Budget
June	30	Full fee and distribution schedules available
July	10-13	Budget Office loads base line item budgets
July	26	Brown Bag Lunch - Academic AND Service Units
August	1	Carryforward Data to all units
August/September		Recalculation of tax