

FY08 Budget Development University Units

Important Dates

January	1	Holiday
January	3	FY08 Governor's Proposed Budget Released
January	8	Complete BOT Quarterly Reports
January	8-12	Columbia Auxiliary Units and Senior & Regional Campuses Mid-Year Review
January	9	E Fund Training - HR Professional Development
January	10	Brown Bag Lunch - Columbia Units - Human Resources
January	12	Review Evening Program Fall Finals - Notify Academic Units
January	12	CHE Academic Fee Calculation out to campuses, due back 1/19
January	15	Holiday
January	18	Campus information due for House Ways & Means subcommittee presentation
January	19	CHE Academic Fee Calculation due back in Budget Office
January	22	CHE Academic Fee Calculation DUE
January	23	A Fund Budget Training - HR Professional Development
January	24	House Ways & Means Subcommittee Presentation - 10:00 AM
January	31	CHE - Funding Advisory Committee Meeting - College of Charleston
February	1	Tuition & Fees: Memo to Columbia campus departments for FY08 fee requests - due back 3/9
February	2	Tuition & Fees: Memo to Senior and Regional Campuses for FY08 fee requests - due back 3/9
February	13	Accounting/Budget Tools Training - HR Professional Development
February	16	Columbia Auxiliary Units and Senior & Regional Campuses Mid-Year Review Unit Responses due to Budget Office
February	19	Mid-Year Reviews rolled up for CFO
February	19	User Fee changes: Request to Columbia Units for FY08 changes/ new fees - due back 3/1
February	20	Brown Bag Lunch - Financial Cubes
February	20	Review Fall Tuition finals- academic units submit BD's to align Fall tuition budget to actual
February	20	FREEZE - Recurring Budget Transfer Deadline
February	27	House Ways & Means Budget available
February	28	Columbia Base Budget Freeze
March	1	Initiatives: Memo request to VP's for FY08 initiatives, due back 4/13
March	1	User fee requests and changes due in Budget Office
March	5-9	Spring Review - all units
March	8-15	Provost Academic Unit Meetings
March	9	Tuition and Fees: All requests due in Budget Office (include distribution)

	March	9	Spring Review: send out to all units - response due back 3/16
	March	9	Campus information due for Senate Finance subcommittee presentation
	March	16	User fee requests summarized for VP approval and Administrative Council
	March	16	Spring Review: Units responses due in Budget Office
	March	19	Spring Review: Roll up unit responses for Provost and CFO
	March	19	Allocation Factors out to Academic Units
	March	19	Service Units: Review Unit Description, revisions due 3/30
	March	20	Senate Finance Subcommittee presentation - TIME: 2:00PM
	March	23	Allocation Factors - Comments due back from Academic Units
	March	30	FY2008 Base Tax Bills Available
	March	30	Service Units: Description revision due in Budget Office
	March	CANCELED	Brown Bag lunch
	April	2	Tuition and Fees: Consolidate list of requests for VP's send out for comment
	April	2	Allocation Factors and Tax Workbooks available
	April	3	Senior & Regional Campuses and SOM Meeting in Columbia
	April	6	Senior and Regional Campuses: BOT budget packages available - Due 5/1
	April	6	Auxiliary Units: BOT budget packages available- Due 5/1
	April	9	Complete BOT Quarterly Reports
TENTATIVE	April	10	Senate Finance Committee Budget Available
	April	13	Initiatives due to Budget Office
	April	16	FY08 Budget Development and Carryforward Estimate Workshop - All Columbia Units - TBA
	April	16	Carryforward Estimate templates out to all units, due back 4/20
	April	16	All Columbia Units begin line-item A fund budget entry, Due 5/4/2007
	April	20	Tuition and Fees: VP recommendations due in Budget Office
	April	20	Carryforward Estimates: Due back in Budget Office
	April	23	Summary of Initiative requests available
	April	23-27	Preliminary Meeting with Bursar re: Tuition and Fee Schedules
	April	UNKNOWN	Brown Bag Lunch
	April - May	30-16	Budget Hearings with President
	May	1	Senior and Regional Campuses: BOT documents due in Budget Office
	May	1	Auxiliary Units: BOT documents due in Budget Office
	May	4	Service and Academic Units: FY2008 Budget due back in Budget Office
	May	7-18	Balance Columbia line-item budget and run test g/l
TENTATIVE	May	21	Finalize tuition and fees - President approves Initiatives
	May	28	Second Preliminary Meeting with Bursar re: Tuition and Fee Schedules
	May	21-28	BOT Document Preparation
	May	28	Draft of BOT document complete

May	31	BOT Travel Document complete
May	UNKNOWN	Review Spring Tuition finals- academic units submit BD's to align Spring tuition budget to actual
May	UNKNOWN	Review Evening Program Spring Finals - Notify Academic Units
May	UNKNOWN	Brown Bag Lunch
June	1-7	BOT Travel Dates
June	1	BOT Executive Committee Mailout deadline for 6/8
June	4-6	Prepare and finalize BOT presentation for June 8
June	7	Sine Die
June	8	BOT Executive Committee - FY08 Budget Review
June	11	Senior and Regional Campuses: Workbooks available for line item budget submission - Due 7/9
June	11	Auxiliary Units: Request line-item budget submission - Due 7/9
June	11-13	Complete final edits of BOT document- send to printer
June	15	Finalize Tuition and Fee Schedule and Board Mandated Fee Distribution - Send to Bursar's Office
June	21	BOT mailout deadline
June	26-28	Prepare and finalize BOT presentation for June 28
June	28	Full BOT meeting- FY08 Budget
June	UNKNOWN	FY2009 BELOW-THE-LINE Submission to CHE
June	UNKNOWN	Review Summer I Tuition finals- academic units submit BD's to align Summer I tuition budget to actual
June	UNKNOWN	Review Evening Program Summer I Finals - Notify Academic Units
June	UNKNOWN	NO BROWN BAG THIS MONTH
July	4	Holiday
July	9	Senior and Regional Campuses: Line-Item budget due
July	9	Auxiliary and School of Medicine: Line-item budget due
July	11-13	LOAD FY08 Columbia Line Item and Campuses as available
July	10	Complete BOT Quarterly Reports - Preliminary
July	9	Carryforward preliminary
July	16	Carryforward preliminary
July	17	Campus Information due for CHE Presentation
July	23	Carryforward preliminary
July	30	Carryforward - Fourth Post Close
July	UNKNOWN	FY2009 Agency Activity Inventory due to OSB
July	UNKNOWN	Brown Bag - FY2008 Budget
August	1	CHE Presentation
August	8-10	Carryforward out to Columbia Units

August	9	Brown Bag Lunch
August	17	Carryforward BD's due back from units
August	UNKNOWN	Budget Office compile information for Baldrige Accountability Report
August	UNKNOWN	Review Summer II Tuition finals- academic units submit BD's to align Summer II tuition budget to actual
August	UNKNOWN	Review Evening Program Summer II Finals - Notify Academic Units
September	3	Holiday
September	UNKNOWN	EARLY - Recalculation of FY08 tax, spread BOT initiatives, tuition increase
September	UNKNOWN	Brown Bag Lunch
October	8	Complete BOT Quarterly Reports
October	31	CHE 150 Report
October	31	Academic Endowment Incentive Report
October	UNKNOWN	Unit meetings with Academic units and Deans
October	UNKNOWN	State line Item detail budget
October	UNKNOWN	Brown Bag Lunch
November	6-9	Fall Review - All Columbia Units
November	9	Fall Review: send out to all units - response due back 11/17
November	16	Fall Review: unit responses due back
November	26	Fall Review: Roll up responses for Provost VPRHS and CFO
November	22-23	Holiday
November	UNKNOWN	Brown Bag Lunch
December	UNKNOWN	Brown Bag Lunch
December	21-31	Holidays