

## FY08 Budget Development Service Units

### Important Dates

January	3	FY08 Governor's Proposed Budget Released
January	9	E Fund Training - HR Professional Development
January	10	Brown Bag Lunch - Columbia Units - Human Resources
January	23	A Fund Budget Training - HR Professional Development
February	1	Tuition & Fees: Memo to Columbia campus departments for FY08 fee requests - due back 3/9
February	13	Accounting/Budget Tools Training - HR Professional Development
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	FREEZE - Recurring Budget Transfer Deadline
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	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	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	Service Units: Review Unit Description, revisions due 3/30
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	16	FY08 Budget Development and Carryforward Estimate Workshop - All Columbia Units -
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	13	Initiatives due to Budget Office
April	20	Tuition and Fees: VP recommendations due in Budget Office
April	20	Carryforward Estimates: Due back in Budget Office
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	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	UNKNOWN	Brown Bag Lunch
	June	8	BOT Executive Committee - FY08 Budget Review
	June	15	Finalize Tuition and Fee Schedule and Board Mandated Fee Distribution - Send to Bursar's Office
	June	28	Full BOT meeting- FY08 Budget
	June	UNKNOWN	FY2009 BELOW-THE-LINE Submission to CHE
	June	UNKNOWN	NO BROWN BAG THIS MONTH
	July	11-13	LOAD FY08 Columbia Line Item and Campuses as available
	July	9	Carryforward preliminary
	July	16	Carryforward preliminary
	July	23	Carryforward preliminary
	July	30	Carryforward - Fourth Post Close
	July	UNKNOWN	Brown Bag - FY2008 Budget
	August	8-10	Carryforward out to Columbia Units
	August	9	Brown Bag Lunch
	August	17	Carryforward BD's due back from units
	September	UNKNOWN	EARLY - Recalculation of FY08 tax, spread BOT initiatives, tuition increase
	September	UNKNOWN	Brown Bag Lunch
	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	UNKNOWN	Brown Bag Lunch
	December	UNKNOWN	Brown Bag Lunch