

FY09 Budget Development Academic Units

Important Dates

January	1	Holiday
January	4	Send out tax allocation factors
January	7	FY09 Governor's Proposed Budget Released
January	10	"E" Fund Review - All units
January	16	Base Tax Workbook Allocation Factors - Comments due back
January	17	Base Tax Workbook - Allocations Out
January	21	Holiday
January	21	Review Fall Tuition finals- academic units submit BD's to align Fall tuition budget to actual
January	28	Review Evening Program Fall Finals - Notify Academic Units
January	30	Brown Bag Lunch - Columbia Academic Units - Five Year Budget Plan
February	7	Brown Bag Lunch - Columbia Units - Human Resources/FTE/EEO
February	20	FREEZE - Recurring Budget Transfer Deadline
February	22	Academic Units - Blueprint and five-year budget plan due
February	27	A Fund Budget Training - HR Professional Development
February	29	Columbia Base Budget Freeze
February	29	"A" Fund Spring Review
March	3	Update on FY08 Initiatives - DUE BACK 3/14
March	11	Tuition & Fees: Memo to Columbia campus departments for FY09 fee requests - due back 4/1
March	11	Initiatives: Memo request to VP's for FY09 initiatives, due back 4/1
March	11	New Web Tools Introduction - Tuition & Fees, User Fees, Initiatives UTS Auditorium 11:00 a.m. - 11:50 a.m. (Session 1) Noon - 1:00 p.m. (Session 2)
March	11	User Fee changes: Request to Columbia Units for FY08 changes/ new fees - due back 4/1
March	5-13	Spring Review - all units
March	14	Spring Review: send out to all units - response due back 3/28
March	14	Update on FY08 Initiatives Due Back
March	28	Spring Review: Units responses due in Budget Office
March	19-31	Provost Academic Unit Meetings
April	1	Tuition and Fees: Columbia Campus due in Budget Office (include distribution)
April	1	Initiatives due to Budget Office
April	1	Spring Review: Roll up unit responses for Provost and CFO
April	1	User fee requests and changes due in Budget Office

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	April	3	User fee requests summarized for VP approval and Administrative Council
	April	7	Summary of Initiative requests available
	April	7	Tuition and Fees: Consolidate list of requests for VP's send out for comment Due 4/18
	April	17	FY09 Annual Web-Based Budget/Carryforward Workshop All Columbia Units UTS Auditorium 11:00 a.m. - 11:50 a.m. (Session 1) Noon - 1:00 p.m. (Session 2)
	April	17	Carryforward Estimate templates out to all units, due back 4/30
	April	18	All Columbia Units begin line-item A fund budget entry, Due 5/5
	April	18	Tuition and Fees: VP recommendations due in Budget Office
	April	30	Carryforward estimates from all units DUE
	May	2-15	Budget Hearings with President
	May	5	Service and Academic Units: FY2009 Web-based Budget due to Budget Office
TENTATIVE	May	20	Finalize tuition and fees - President approves Initiatives
	May	22	Brown Bag Lunch - Legal Contracts
	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
	June	5	Sine Die
	June	18	BOT Executive Committee - FY09 Budget Review
	June	18	Finalize Tuition and Fee Schedule and Board Mandated Fee Distribution - Send to Bursar's Office
	June	27	Full BOT meeting- FY09 Budget
	June	UNKNOWN	FY2010 BELOW-THE-LINE Submission to Units
	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	*****	NO BROWN BAG THIS MONTH
	July	4	Holiday
	July	7-9	LOAD FY09 Columbia Line Item and Campuses as available
	July	14	Carryforward preliminary
	July	14	Notice of BOT Approved Initiatives out to Columbia Units
	July	15	FY2010 BELOW-THE-LINE Submission to CHE
	July	21	Carryforward preliminary
	July	28	Carryforward preliminary
	July	28	Initiatives info due back from units

FY09 Budget Development

Academic Units

July	TBA	Brown Bag - FY2009 Budget
August	4	Carryforward - Fourth Post Close
August	4 or 11	Carryforward out to Columbia Units (depends on Controller's Schedule)
August	8	Board of Trustees Executive Committee
August	18	Carryforward BD's due back from units
August	UNKNOWN	Brown Bag Lunch
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	1	Holiday
September	2-5	EARLY - Recalculation of FY09 tax, spread BOT initiatives, tuition increase
September	UNKNOWN	Brown Bag Lunch
October	24	Board of Trustees Executive Committee
October	UNKNOWN	Brown Bag Lunch
October	UNKNOWN	Unit meetings with Academic units and Deans
November	10-14	Fall Review - All Columbia Units
November	17	Fall Review: send out to all units - response due back 11/17
November	27-28	Holiday
November	UNKNOWN	Brown Bag Lunch
December	1	Fall Review: unit responses due back
December	3-5	Fall Review: Roll up responses for Provost VPRHS and CFO
December	15	Board of Trustees Executive Committee
December	24-31	Holidays
December	UNKNOWN	Brown Bag Lunch
January	1-2	Holidays (2nd is tentative)