

FY09 Budget Development Service Units

Important Dates

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| January | 1 | Holiday |
| January | 7 | FY09 Governor's Proposed Budget Released |
| January | 10 | "E" Fund Review - All units |
| January | 21 | Holiday |
| February | 7 | Brown Bag Lunch - Columbia Units - Human Resources/FTE/EEO |
| February | 12 | Accounting/Budget Tools Training - HR Professional Development |
| February | 20 | FREEZE - Recurring Budget Transfer Deadline |
| February | 20 | Brown Bag Lunch - Columbia Service Units - Five Year Budget Plan |
| 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 | 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 | 17 | Service Units: Review Unit Description, revisions due 3/30 |
| March | 28 | Spring Review: Units responses due in Budget Office |
| March | 30 | Service Units: Description revision due in Budget Office |
| April | 1 | Initiatives due to Budget Office |
| April | 1 | Service Unit Blueprints Due |
| April | 1 | Spring Review: Roll up unit responses for Provost and CFO |
| April | 1 | User fee requests and changes due in Budget Office |
| April | 3 | User fee requests summarized for VP approval and Administrative Council |
| April | 7 | Summary of Initiative requests available |
| 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 |

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| 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 |
| May | 22 | Brown Bag Lunch - Legal Contracts |
| June | 5 | Sine Die |
| June | 18 | BOT Executive Committee - FY09 Budget Review |
| June | 27 | Full BOT meeting- FY09 Budget |
| June | UNKNOWN | FY2010 BELOW-THE-LINE Submission to 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 |
| 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 |
| 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 |
| 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 |

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| 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 Eecutive Committee |
| December | 24-31 | Holidays |
| December | UNKNOWN | Brown Bag Lunch |
| January | 1-2 | Holidays (2nd is tentative) |