

FY10 Budget Development

ACADEMIC UNITS

Month	Day	Event
January	1-2	Holidays
January	19	Holiday - MLK Day
January	31	Send out tax allocation factors - DUE 2/13
January	31	"E" Fund Review - All units
January	31	Review Fall Tuition finals- academic units submit BD's to align Fall tuition budget to actual
January	31	Review Evening Program Fall Finals
February	2	Tuition & Fees: Memo for FY10 fee requests - DUE BACK 3/20
February	2	Initiatives: Memo request to VP's for FY10 initiatives - DUE BACK 3/31
February	2	User Fee changes: Memo out - Changes suspended for FY10
February	2	Web Tools Refresher - Tuition & Fees, Initiatives - UTS AUDITORIUM (10 a.m. - Noon)
February	4	E Fund Training - HR Professional Development
February	10	Accounting/Budget Tools Training - HR Professional Development
February	13	Base Tax Workbook Allocation Factors - Comments due back
February	20	Academic Units - DRAFT Blueprint and five-year budget plan due
February	20	FREEZE - Recurring Budget Transfer Deadline - BDs to Budget Office
February	25	A Fund Budget Training - HR Professional Development
February	27	Columbia Base Budget Freeze
February	27	"A" Fund Spring Review Data Collection Date
March	5-13	Spring Review - all units
March	13	Base Tax Workbook
March	13	Update on FY09 Initiatives - DUE BACK 3/31/09
March	13	Spring Review: send out to all units - response DUE BACK 3/27
March	20	Tuition and Fees: Columbia Campus due in Budget Office (include distribution)
March	27	Spring Review: Units responses due in Budget Office
March	31	Update on FY09 Initiatives - DUE BACK
March	31	Initiatives due to Budget Office
March	31	Spring Review: Roll up unit responses for Provost and CFO
March	31	Tuition and Fees: Consolidate list of requests for VP's
March	31	Summary of Initiative requests available
March	UNKNOWN	Provost Academic Unit Meetings
March	UNKNOWN	Academic Units - FINAL Blueprint and five-year budget plan due

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April	1	Spring Review: Roll up unit responses for Provost and CFO
April	EARLY	Preliminary Meeting with Bursar re: Tuition and Fee Schedules
April	17	FY10 Annual Web-Based Budget/Carryforward Workshop All Columbia Units UTS Auditorium 9:00 a.m. - 10:00 a.m. (Session 1) 11:00 a.m. - Noon (Session 2)
April	17	Carryforward Estimate templates out to all units - DUE Back 5/4
April	17	All Columbia Units begin line-item A fund budget entry - DUE 5/4
May	4	Carryforward Estimate templates DUE BACK from all units
May	4	Service and Academic Units: FY2010 Web-based Budget due to Budget Office
May	4-15	Budget Hearings with President (tentative)
May	7-18	Balance Columbia line-item budget and run test g/l
May	22	Finalize tuition and fees - President approves Initiatives
May	27	Second Preliminary Meeting with Bursar re: Tuition and Fee Schedules
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
June	5	Sine Die
June	12	Finalize Tuition and Fee Schedule and Board Mandated Fee Distribution - Send to Bursar's Office
June	19	BOT mailout deadline
June	26	Full BOT meeting- FY10 Budget
June	UNKNOWN	FY2011 BELOW-THE-LINE Submission to Units - NO PROCESS IN FY 2009
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
July	3	Holiday
July	6-9	LOAD FY10 Columbia Line Item and Campuses as available
July	13	Carryforward preliminary
July	14	Notice of BOT Approved Initiatives out to Columbia Units
July	20	Carryforward preliminary
July	27	Carryforward preliminary
August	3	Carryforward - Fourth Post Close
August	3 or 10	Carryforward out to Columbia Units (depends on Controller's Schedule)
August	7	Board of Trustees' Meeting - Development, Executive Committee, Full Board
August	17	Carryforward BD's due back from units
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
August	UNKNOWN	Governor's Budget Submission

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September	1-4	Recalculation of FY10 tax, spread BOT initiatives, tuition increase
September	7	Holiday
October	16	Board of Trustees' Meeting - Fiscal Policy, Development, Executive Committee , Full Board
November	4-11	Fall Review - All Columbia Units
November	13	Fall Review: send out to all units - Response DUE Back 11/30
November	30	Fall Review: unit responses due back
November	26-27	Holiday
December	1-4	Fall Review: Roll up responses for Provost and CFO
December	14	Board of Trustees' Meeting - Executive Committee. Full Board
December	24-31	Holidays

ESTIMATED DATE INDICATOR/UNKNOWN