

# FY10 Budget Development

<b>CAMPUS UNITS</b>
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Month	Day	Event
January	1-2	Holidays
January	7	CHE Academic Fee Calculation (FY2008)
January	8	CHE Commission Meeting Finance and Facilities
January	14	House Ways & Means Subcommittee Presentation - 10:00 A.M.
January	19	Holiday - MLK Day
January	20	Complete BOT Quarterly Reports
January	31	Send out tax allocation factors - <b>DUE 2/13</b>
January	31	"E" Fund Review - All units
January	31	Review Evening Program Fall Finals
February	2	Mid-Year Review Comments Due from Columbia Auxiliary Units and Senior & Regional Campuses
February	10	Accounting/Budget Tools Training - HR Professional Development
February	13	Base Tax Workbook Allocation Factors - <b>Comments due back</b>
February	20	FREEZE - Recurring Budget Transfer Deadline - BDs to Budget Office
March	13	Base Tax Workbook
March	20	Board of Trustees' Meeting - Fiscal Policy, Health Affairs, Academic Affairs
March	20	FY10 Tuition & Fees Requests DUE from Senior & Regional Campuses
April	1	Service Units: Review Unit Description - revisions <b>DUE 4/22</b>
April	6	Complete BOT Quarterly Reports
April	7	Board of Trustees' Meeting -Development, B&G, Executive, Full Board
April	17	Senior and Regional Campuses: BOT budget packages available - <b>DUE 5/8</b>
April	17	Carryforward Estimate templates out to all units - <b>DUE Back 5/4</b>
April	22	Service Units: Description revision due in Budget Office
May	4	Carryforward Estimate templates <b>DUE BACK</b> from all units
May	7	CHE Commission Meeting Finance and Facilities
May	8	Senior and Regional Campuses: BOT documents due in Budget Office
May	22	Finalize tuition and fees - President approves Initiatives
May	27-29	Draft of BOT document complete
June	1-5	BOT Travel Dates (tentative)
June	5	Sine Die
June	19	BOT mailout deadline
June	24-25	Prepare and finalize BOT presentation for June 26

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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
July	1	Notify Campuses CHE Presentation and Legislative Priorities <b>DUE 7/15</b>
July	3	Holiday
July	9	Senior and Regional Campuses: Line-Item budget due
July	6-9	LOAD FY10 Columbia Line Item and Campuses as available
July	9	Auxiliary and School of Medicine: Line-item budget due
July	9	Complete BOT Quarterly Reports - Preliminary
July	14	Notice of BOT Approved Initiatives out to Columbia Units
July	15	Campus Information due for CHE Presentation
July	20	Carryforward preliminary
July	27	Carryforward preliminary
July	UNKNOWN	FY2011 Agency Activity Inventory due to OSB <b>estimated Aug 15</b>
August	5	CHE President's Presentation - 3:15 p.m. - 5:15 p.m.
August	5-6	CHE Finance and Facilities Meeting
August	7	Board of Trustees' Meeting - Development, Executive Committee, Full Board
August	15	FY2011 Agency Activity Inventory DUE to OSB ( <b>estimated date</b> )
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	Governor's Budget Submission
September	3	CHE Finance and Facilities Meeting
September	7	Holiday
September	15	Baldrige Accountability Report DUE OSB (estimated date)
October	9	Complete BOT Quarterly Reports
October	30	Academic Endowment Incentive Report
November	13	Fall Review: send out to all units - <b>Response DUE Back 11/30</b>
November	13	Board of Trustees' Meeting - B&G, Health Affairs, Academic Affairs
November	30	Fall Review: unit responses due back
November	26-27	Holiday
December	24-31	Holidays

**ESTIMATED DATE INDICATOR/UNKNOWN**