

# FY10 Budget Development

<b>SERVICE UNITS</b>
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Month	Day	Event
January	1-2	Holidays
January	19	Holiday - MLK Day
January	31	"E" Fund Review - All units
February	2	Tuition & Fees: Memo for FY10 fee requests - <b>DUE BACK 3/20</b>
February	2	Initiatives: Memo request to VP's for FY10 initiatives - <b>DUE BACK 3/31</b>
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	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	Update on FY09 Initiatives - <b>DUE BACK 3/31/09</b>
March	13	Spring Review: send out to all units - response <b>DUE BACK 3/27</b>
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 - <b>DUE BACK</b>
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
April	1	Service Units: Review Unit Description - revisions <b>DUE 4/22</b>
April	1	Spring Review: Roll up unit responses for Provost and CFO
April	1	Service Units - Blueprints Due
April	15	Service Units - Blueprints Due
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 - <b>DUE Back 5/4</b>
April	17	All Columbia Units begin line-item A fund budget entry - <b>DUE 5/4</b>
April	22	Service Units: Description revision due in Budget Office

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May	4	Carryforward Estimate templates <b>DUE BACK</b> 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
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
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
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 - <b>Response DUE Back 11/30</b>
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**