

# FY11 Budget Development

<b>ALL UNITS</b>
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Month	Day	Event
December	15	FY11 User Fees Solicitation complete
January	1-3	Holidays
January	7	FY11 Governor's Proposed Budget Released
January	8	CHE Academic Fee Calculation (FY2009)
January	15	Senior & Regional Campuses Mid-Year Review Comments <b>Due Feb 1</b>
January	18	Holiday - MLK Day
January	20	House Ways & Means Subcommittee Presentation - 2:00 PM
January	20	Complete BOT Quarterly Reports
January	29	Columbia Auxiliary Units Mid-Year Review Comments <b>Due Feb 12</b>
January	29	"E" Fund Review - All units
January	29	CHE 100 Report (Spring tuition)
January	29	Review Fall Tuition finals- academic units submit BD's to align Fall tuition budget to actual
January	29	Review Evening Program Fall Finals
February	1	Mid-Year Review Comments Due from Senior & Regional Campuses
February	3	E Fund Training - HR Professional Development
February	5	Send out tax allocation factors - <b>DUE 2/19</b>
February	9	Accounting/Budget Tools Training - HR Professional Development
February	11	Board of Trustees' Meeting - B&G, Athletics, Executive Committee, Full Board
February	12	Mid-Year Review Comments Due from Columbia Auxiliary Units
February	18	A Fund Budget Training - HR Professional Development
February	19	Base Tax Workbook Allocation Factors - <b>Comments due back</b>
February	19	FREEZE - Recurring Budget Transfer Deadline - BDs to Budget Office
February	26	Academic Units - DRAFT Blueprint and five-year budget plan due
February	26	Columbia Base Budget Freeze
February	26	"A" Fund Spring Review Data Collection Date
March	1	Web Tools Refresher - Tuition & Fees, Initiatives - UTS AUDITORIUM - Time TBA
March	1	Tuition & Fees: Memo for FY11 fee requests - <b>DUE BACK 3/31</b>
March	1	Initiatives: Memo request to VP's for FY11 initiatives - <b>DUE BACK 3/31</b>
March	8-12	Spring Review - all Columbia "A" Fund Units
March	12	Base Tax Workbook
March	12	Spring Review: send out to all units - response <b>DUE BACK 3/26</b>

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March	23	BOT Committees - Fiscal Policy, Health Affairs, Student-Trustee Liaison, Academic Affairs
March	26	Spring Review: Units responses due in Budget Office
March	31	Tuition and Fees: Columbia Campus and System Campuses due in Budget Office (include distribution)
March	31	FY11 Tuition & Fees Requests DUE from Senior & Regional Campuses
March	31	FY11 Initiatives due to Budget Office
March	31	Spring Review: Roll up unit responses for Provost and VP for Finance and Planning
April	<b>CANCELED</b>	Senate Finance Subcommittee presentation
April	1-23	Provost Academic Unit Meetings
April	9	Complete BOT Quarterly Reports
April	9	Summary of Initiative requests available
April	12	Service Units: Review Unit Description - revisions <b>DUE 4/30</b>
April	15	Service Units - Blueprints Due
April	15	Senior and Regional Campuses: BOT budget packages available - <b>DUE 5/7</b>
April	15	Auxiliary Units: BOT budget packages available- <b>DUE 5/3</b>
April	15	FY11 Annual Web-Based Budget/Carryforward Workshop All Columbia Units UTS Auditorium - CANCELED
April	15	Carryforward Estimate templates out to all units - <b>DUE BACK 5/5</b>
April	15	All Columbia Units begin line-item A fund budget entry - <b>DELAYED</b>
April	20	Update on FY10 Initiatives - <b>DUE BACK 5/7</b>
April	23	Board of Trustees' Meeting -Development, B&G, Executive, Full Board
April	23	Tuition and Fees: Consolidate list of requests for VP's
April	30	Service Units: Description revision due in Budget Office
April	<b>TBA</b>	Preliminary Meeting with Bursar and UTS re: Tuition and Fee Schedules
May	3	BOT Budget packages due from Auxiliary Units
May	3, 5, 10	Budget Hearings with President (tentative)
May	5	Carryforward Estimate templates <b>DUE BACK</b> from all units
May	5	Service and Academic Units: FY2010 Web-based Budget due to Budget Office - <b>DELAYED</b>
May	6-14	Balance Columbia line-item budget and run test g/l
May	7	Update on FY10 Initiatives - <b>DUE BACK</b>
May	7	Senior and Regional Campuses: BOT documents due in Budget Office
May	21	Finalize tuition and fees - President approves Initiatives
May	25	Second Preliminary Meeting with Bursar re: Tuition and Fee Schedules
May	24-28	BOT Document Preparation
May	<b>UNKNOWN</b>	OSB Letter to President - Baldrige Accountability Report

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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
May	31- June 2	Draft of BOT document complete
June	3	Sine Die
June	4	BOT Travel Document complete
June	7-9	BOT Travel Dates (tentative)
June	7-9	Develop, Edit and Finalize Presentation for June 11 BOT Meeting
June	11	Board of Trustees' Meeting - Athletics, Fiscal Policy, Academic Affairs, Executive Committee FY11 Budget Review
June	11	Senior and Regional Campuses: Workbooks available for line item budget submission - <b>Due 7/9</b>
June	11	Auxiliary Units: Request line-item budget submission - <b>Due 7/9</b>
June	11	Finalize Tuition and Fee Schedule and Board Mandated Fee Distribution - Send to Bursar's Office
June	14	Complete final edits of BOT document- send to printer
June	18	BOT mailout deadline
June	21-23	Prepare and finalize BOT presentation for June 25
June	25	Full BOT meeting- FY11 Budget
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	1	Notify Campuses CHE Presentation and Legislative Priorities <b>DUE 7/15</b>
July	5	Holiday
July	6	CHE 100 Report Due (Fall tuition)
July	7-9	LOAD FY11 Columbia Line Item and Campuses as available
July	9	Senior and Regional Campuses: Line-Item budget due
July	9	Auxiliary and School of Medicine: Line-item budget due
July	12	Complete BOT Quarterly Reports - Preliminary
July	12	Carryforward preliminary
July	12	Notice of BOT Approved Initiatives out to Columbia Units
July	15	Campus Information due for CHE Presentation
July	19	Carryforward preliminary
July	26	Carryforward preliminary
July	26	All Columbia Units begin line-item A fund budget entry - <b>TENTATIVE</b>
July	UNKNOWN	FY2012 Agency Activity Inventory due to OSB <b>estimated Aug 15</b>
August	2	Carryforward - Fourth Post Close
August	3-6	Budget Office compile information for Baldrige Accountability Report

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August	3 or 10	Carryforward out to Columbia Units (depends on Controller's Schedule)
August	UNKNOWN	CHE President's Presentation (Early in month)
August	6	Board of Trustees' Meeting - Development, Executive Committee, Full Board
August	15	FY2012 Agency Activity Inventory DUE to OSB ( <b>estimated date</b> )
August	20	Carryforward BD's due back from units
August	20	Service and Academic Units: FY2010 Web-based Budget due to Budget Office - <b>DELAYED FROM SPRING</b>
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
September	1-3	Recalculation of FY11 tax, spread BOT initiatives, tuition increase
September	6	Holiday
September	15	Baldrige Accountability Report DUE OSB (estimated date)
September	17	Board of Trustees' Meeting - Athletics, B&G, Health Affairs, Academic Affairs
October	8	Board of Trustees' Meeting - Fiscal Policy, Development, Executive Committee , Full Board
October	9	Complete BOT Quarterly Reports
October	15	State line Item detail budget and Federal and other funds forms (estimated date)
October	30	CHE 150 due
October	30	Academic Endowment Incentive Report due
November	UNKNOWN	Other Funds Survey for FY10 to Office of State Budget (estimated date of solicitation)
November	8-12	Fall Review - All Columbia Units
November	12	Fall Review: send out to all units - <b>Response DUE Back 11/30</b>
November	19	Board of Trustees' Meeting - B&G, Health Affairs, Academic Affairs
November	25-26	Holidays
November	30	Fall Review: unit responses due back
December	UNKNOWN	Other Funds Survey for FY10 to Office of State Budget (estimated due date)
December	1-3	Fall Review: Roll up responses for Provost and VP for Finance and Planning
December	13	Board of Trustees' Meeting - Executive Committee. Full Board
December	23-31	Holidays
December	31	Data Collection Date for System Campus and Columbia Auxiliaries Mid-Year Review

**ESTIMATED DATE INDICATOR/UNKNOWN**