

FY11 Budget Development

SERVICE UNITS

Month	Day	Event
December	15	FY11 User Fees Solicitation complete
January	1-3	Holidays
January	18	Holiday - MLK Day
January	29	"E" Fund Review - All units
February	3	E Fund Training - HR Professional Development
February	9	Accounting/Budget Tools Training - HR Professional Development
February	18	A Fund Budget Training - HR Professional Development
February	19	FREEZE - Recurring Budget Transfer Deadline - BDs to Budget Office
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 - DUE BACK 3/31
March	1	Initiatives: Memo request to VP's for FY11 initiatives - DUE BACK 3/31
March	8-12	Spring Review - all Columbia "A" Fund Units
March	12	Spring Review: send out to all units - response DUE BACK 3/26
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 Initiatives due to Budget Office
March	31	Spring Review: Roll up unit responses for Provost and VP for Finance and Planning
April	9	Summary of Initiative requests available
April	12	Service Units: Review Unit Description - revisions DUE 4/30
April	15	Service Units - Blueprints Due
April	15	FY11 Annual Web-Based Budget/Carryforward Workshop All Columbia Units UTS Auditorium - CANCELED
April	15	Carryforward Estimate templates out to all units - DUE Back 5/5
April	15	All Columbia Units begin line-item A fund budget entry - DELAYED
April	20	Update on FY10 Initiatives - DUE BACK 5/7
April	23	Tuition and Fees: Consolidate list of requests for VP's
April	30	Service Units: Description revision due in Budget Office
May	3, 5, 10	Budget Hearings with President (tentative)
May	5	Carryforward Estimate templates DUE BACK from all units
May	5	Service and Academic Units: FY2010 Web-based Budget due to Budget Office - DELAYED

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May	6-14	Balance Columbia line-item budget and run test g/l
May	7	Update on FY10 Initiatives - DUE BACK
May	21	Finalize tuition and fees - President approves Initiatives
June	3	Sine Die
June	11	Board of Trustees' Meeting - Athletics, Fiscal Policy, Academic Affairs, Executive Committee FY11 Budget Review
June	11	Finalize Tuition and Fee Schedule and Board Mandated Fee Distribution - Send to Bursar's Office
June	25	Full BOT meeting- FY11 Budget
July	5	Holiday
July	7-9	LOAD FY11 Columbia Line Item and Campuses as available
July	12	Carryforward preliminary
July	12	Notice of BOT Approved Initiatives out to Columbia Units
July	19	Carryforward preliminary
July	26	Carryforward preliminary
July	26	All Columbia Units begin line-item A fund budget entry - TENTATIVE
August	2	Carryforward - Fourth Post Close
August	3 or 10	Carryforward out to Columbia Units (depends on Controller's Schedule)
August	20	Carryforward BD's due back from units
August	20	Service and Academic Units: FY2010 Web-based Budget due to Budget Office - DELAYED FROM SPRING
September	1-3	Recalculation of FY11 tax, spread BOT initiatives, tuition increase
September	6	Holiday
November	8-12	Fall Review - All Columbia Units
November	12	Fall Review: send out to all units - Response DUE Back 11/30
November	25-26	Holidays
November	30	Fall Review: unit responses due back
December	1-3	Fall Review: Roll up responses for Provost and VP for Finance and Planning
December	23-31	Holidays

ESTIMATED DATE INDICATOR/UNKNOWN