

FY10 Budget and Financial Planning Calendar

Early August	Meet with MTL to review FY11 through FY13 planning assumptions for campus
Late August	Budget and Financial Planning Office updates website with FY11 through FY13 budget assumptions for campus
October 2, 8:30 AM	Oracle closed for Financial Review (FY10, FY11, FY12, FY13)
October 2, 2009	Financial Review exhibits due to Budget and Financial Planning Office
Oct. 19, 21, Nov. 3	Financial Review meetings to review significant changes to FY10 forecast and FY11 through FY13 budgets . FY09 deficits as well as material unforecasted variances also to be reviewed.
November - March	Budget book planning and preparation -- narrative, tables, statistics, etc.
Mid November	Meet with MTL to review budget and to revise assumptions for campus
Mid November	Budget and Financial Planning Office updates website with FY11 through FY13 revised budget assumptions for campus
January 7, 8:30 AM	Oracle closed for Financial Review (FY10, FY11, FY12, FY13)
January 7, 2010	Financial Review exhibits due to Budget and Financial Planning Office
January 25,26, 27	Financial Review meetings to review FY10 forecast and FY11 through FY13 budgets
Mid Jan. to Mid Feb.	Document and consolidate Financial Review results. Work with Provost to review assumptions and commitments, revise numbers by unit, and review revised consolidated information.
Mid February	Meet with MTL to review budget and to revise assumptions for campus
Mid February	BoT - Finance Committee - review of FY10 forecast and FY11 through FY13 budgets
Mid February	Finalize budget assumptions for FY11 through FY13 and update website for campus
March 8, 2010	Campus finalizes FY10 forecast and FY11 through FY13 budgets -- Note: FY11 budget finalized by department and month. Any further changes for salary review, etc. will be made at the dean or vp level in June.
March 8, 2010	Financial Review exhibits due to Budget and Financial Planning Office
Mid - Late March	Meet with MTL to finalize all numbers for May BoT meeting
Late March	Budget Book draft to CFO for review
Early April	<i>BoT - Finance Committee - review of FY10 forecast and FY11 through FY13 budgets that will be included in the budget book and the May Board meeting.</i>
Mid April	Draft of Budget Book to Management Team
Early May 2010	Upload FY11 Budget Book to Board of Trustees web site
May 16, 17, 2010	Board of Trustees approval of FY11 university budget
May 31, 2010	Allocation letters to campus
June 30, 2010	FY11 campus budgets finalized in Oracle -- Note: Changes made to dean or vp budget only if required per allocation letter or assumption changes.
July 15, 2010	FY11 budgets finalized in Oracle by Budget and Financial Planning Office
Late July	FY10 ending net assets rolled forward to FY11 budgeted beginning net assets
Late July	FY11 forecast file created from FY11 budgets
August 31, 2010	FY10 deficit explanations due from Campus to Budget and Financial Planning Office