

Saint Louis University

Office of Financial Planning

FY10 Budget Calendar (rev 10.22.08)

4-Jul	University Holiday
18-Jul	Year-end Transfers submitted to Controller's Office
22-Jul	Banner - FY09 HR Position Budgets Roll
30-Jul	Banner - FY09 Finance Budgets Roll
7-Aug	B&F Business Managers Meeting
15-Aug	July month-end BRs completed
25-Aug	First day of class
29-Aug	FY10 Finance Budget Development Screens loaded (Opened to UMG)
1-Sep	University Holiday
2-Sep	FY10 Salary Planner Screens loaded (Opened to UMG)
5-Sep	Projected FY10 Endowment Revenue for Designated, Restricted, and Patient Support - UMG
5-Sep	FY10 Depreciation Schedules - UMG
5-Sep	Dashboard reports updated for FY10
9-Sep	UMG Overhead Allocations - Draft
11-Sep	UMG Rent Schedules - Draft
15-Sep	FY10 SOM Budget Base - Draft
15-Sep	FY10 Tuition and Fee Increase proposals solicited by FPB to Schools/Provost
18-Sep	Executive Committee Meeting
22-Sep	Fall Census Released
24-Sep	Finance Committee Meeting
25-Sep	UMG departmental projections due to HSC Finance
26-Sep	Investment Committee Meeting
26-Sep	Enrollment worksheets released to undergraduate, graduate and professional schools
26-Sep	Residence Hall Occupancy projection worksheets released to Student Development
27-Sep	Board of Trustees Meeting
3-10 Oct	UMG departmental budgets due to HSC Finance
8-Oct	FY09 First Quarter results available in Banner
8-Oct	FY10 Tuition and Fee Increase proposals due to FPB
8-Oct	Undergraduate, Graduate and Professional enrollment worksheets returned to Financial Planning
9-Oct	B&F Business Managers Meeting
10-Oct	FY10 Operating Budget functional units New Spending Requests due
10-Oct	FY10 Operating Budget academic units New Spending Requests due from Paul Jackson
10-Oct	FY10 IDC estimates due from the Office of the Provost
13-Oct	FY10 Employee Benefit budget due from University Benefits Office

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14-Oct	Residence Hall Occupancy projections due to FPB
14-Oct	Joint PCC/Deans Planning Meeting
20-Oct	FY10 Capital Budget Requests due to FPB
21-Oct	PCC/Deans - Budget Meeting CANCELLED
22-Oct	Board Finance Committee approval of the UMG Budget
27-Oct	FY10 undergraduate, graduate and professional enrollment budget recommendations to the Provost
28-Oct	PCC/Deans - Budget Meeting
29-Oct	Board UMG Executive Committee approval of the UMG Budget
4-Nov	PCC/Deans - Budget Meeting
11-Nov	PCC/Deans - Budget Meeting
11-Nov	UMG Budget presentation to PCC/Deans
18-Nov	PCC/Deans - Budget Meeting
24-Nov	Mailing deadline for Finance Committee
25-Nov	PCC/Deans - Budget Meeting
27-Nov	University Holiday
28-Nov	University Holiday
2-Dec	PCC/Deans - Budget Meeting
3-Dec	Finance Committee Meeting - FY10 Proposed Budget presented
4-Dec	Executive Committee Meeting
5-Dec	Investment Committee Meeting
6-Dec	Board of Trustees Meeting
8-Dec	Release draft FY10 Tuition and Fee Schedule to SFS
11-Dec	B&F Business Managers Meeting
24-Dec	University Holiday
25-Dec	University Holiday
26-Dec	University Holiday
31-Dec	University Holiday
1-Jan	University Holiday
2-Jan	University Holiday
5-Jan	Begin FY10 Budget Bases compilation
5-Jan	Prepare FY10 Budget Instructions Draft Memo
5-Jan	FY10 Salary Planner and Finance Budget Development screens opened to University
16-Jan	FY10 UMG Allocations finalized and released to the UMG
19-Jan	University Holiday

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22-Jan	FY10 Budget Bases Released
23-Jan	FY10 UMG Rent finalized and released to the UMG
12-Feb	B&F Business Managers Meeting
14-Feb	Board of Trustees Meeting
9-Apr	B&F Business Managers Meeting
10-Apr	University Holiday
24-Apr	Close Salary Planner and Finance Budget Development screens
1-May	Begin FY10 Salary Report Preparation
9-May	Board of Trustees Meeting
11-May	FY10 Draft Salary Report released to VPs for review
21-May	FY10 Draft Salary Report corrections due from VPs
25-May	University Holiday
26-May	FY10 Salary Report submitted to Fr.
11-Jun	B&F Business Managers Meeting
1-Jul	Load Position Budgets and Salaries from Salary Planner into Banner HR
3-Jul	University Holiday
17-Jul	Last Bi-Weekly Payroll for FY09
17-Jul	Load Banner Finance Budgets from Finance Budget Development