

## UNM BUDGET DEVELOPMENT CALENDAR FY 10/11

UNM - MAIN CAMPUS AND HSC BUDGET DEVELOPMENT SCHEDULE:		
ITEM:	DUE DATES:	COMMENTS:
<b>January</b>		
Budget Planner Projections System Open	Jan. 11 - Feb. 1, 2010	Including Weekends
Budget Planner Projections System Working Sessions	Jan. 11 - Feb. 1, 2010	
UNM - Legislative Session Briefings	Multiple Dates	UNM Requests, HED, DFA & LFC Recommendations, I&G Funding
<b>February</b>		
HSC -Mid-Year Budget Reviews-FY 2009/10	Feb. and Mar. 2010	
Main Campus Mid-year Budget Reviews-FY 2009/10	Feb. 2010	College/School/Division Level
<b>March</b>		
Staff Performance Review Deadline	Mar. 1, 2010	
FY11 Budget Recommendations; initiatives and cost containment	Mar. 8, 2010	
Full Board of Regents Meeting	<b>Mar. 8, 2010</b>	
Banner 8 Upgrade	Mar. 13 -17, 2010	Banner INB & Self Service will be unavailable
OPBA submit FY11 Budget Recommendations to Regents	Mar. 18, 2010	
Create Budget Planner Phase, Scenarios and Extracts	Mar. 18, 2010	
Budget Development and Salary Planner Refresh Process starts	Mar. 22, 2010	
Full Board of Regents Meeting - FY 2011 Budget Development Hearings/Adopt Tuition and Fee Rates and Salary Guidelines	<b>Mar. 23, 2010</b>	
UNM - Banner Budget Planner User Training Begins	Mar. 24, 2010	Budget Planner Overviews
UNM - FY 10/11 Dept. Budget Planner Process Begins - Budget Planner Opens	<b>Mar. 25, 2010</b>	Revised procedures and routing in place for employment transactions
New Index and Account Code Requests (unrestricted and restricted) due to FSM for FY11 budget development and Mass Salary Update	Mar. 25, 2010	
Position changes due to Position Control for FY11	Mar. 25, 2010	
UNM & HSC Budget guidelines issued and MSU guidelines issued	Mar. 25, 2010	
HSC Allocations Released	Mar. 25, 2010	
Preliminary HED Format BAR, Regents' Format BAR, and one copy of Exhibits 1, 1a and 2 for review - Branch campuses	Mar. 26, 2010	
All Main Campus Allocations to VP units released	Mar. 30, 2010	
<b>April</b>		
UNM - Budget Planner Working Sessions for Depts	Apr. 1 - Apr. 19, 2010	
Final BARS submitted electronically to the Office of Planning Budget and Analysis for inclusion in Regents' approval materials - Branch campuses	Apr. 2, 2010	
HSC - HSC Administration and PPD - Lock Org Level 3	Apr. 16, 2010	
Preliminary HED documents submitted electronically to the Office of Planning, Budget and Analysis for review - Branch campuses	Apr. 16, 2010	
Salary Planner Refresh Process Ends	Apr. 19, 2010	
HSC - HSC CON/UNMMG/HSLIC/COP - Lock Org Level 3	Apr. 20, 2010	
UNM-Last Day for Colleges/Schools/Branches to Lock Level 4 Organizations in Salary Planner	Apr. 21, 2010	
UNM - Last Day for Colleges/Schools/Branches to Lock Level 4 Organizations in Budget Development	Apr. 23, 2010	
HSC - SOM - Lock Org Level 3	Apr. 23, 2010	
HSC - Banner Budget Lock	Apr. 23, 2010	For all schools, Colleges, and Units
UNM - HED Budgets/BAR (HED & Regents format) Due from Branches - FINAL	Apr. 23, 2010	
HSC-1a Transfer Schedule (FY 10 and FY11)-FINAL	Apr. 23, 2010	
HSC/UNMH - BAR (HED & Regents format) Due - FINAL	Apr. 23, 2010	
HSC - Budget analysis & review, develop HED budget document, prepare for printing	Apr. 24-28, 2010	
HSC/UNMH - HED Budgets Due- FINAL	Apr. 26, 2010 - NOON	
Prepare Regents Summary Book	Apr. 26-28, 2010	
Moratorium on Chart of Account Terminations	Apr. 26, 2010 to May 21, 2010	Current Unrestricted Indices, FOPA's affecting Current Unrestricted Indices, and Account Codes
Finish Regents book	Apr. 27, 2010	
Go to Print - Regents Book	Apr. 28, 2010 - MORNING	
Mail Executive Summary of FY09/10 BARS and FY10/11 Book to Regents	Apr. 28, 2010 - AFTERNOON	
Full Board of Regents Meeting (Morning)- Approve FY09/10 Budget Adjustment Requests and FY10/11 Operating Budget	<b>April 30, 2010</b>	
UNM - FY 10/11 Operating Budget and FY09/10 Budget Adjustment Requests submitted to HED	<b>April 30, 2010</b>	
UNM - Last Day for VP areas to Lock Org Level 3 In Budget Planner	April 30, 2010	
UNM - Final date for all out of guideline requests to HR Consultants	April 30, 2010	
<b>May</b>		
UNM - All Budgets Completed in Budget Planner - Office of P,B&A Locks All Budgets	May 7, 2010	
Full Board of Regents Meeting	<b>May 11, 2010</b>	
Load Position Budgets into Budget Development	May 11, 2010	
Budget Development Refresh Process Ends	May 20, 2010	
Generate Working Report with Org/Index/Salary Detail in ePrint	May 21, 2010	
UNM - FY 10/11 Original Budgets Loaded to Banner Operating Ledger	May 21, 2010	
<b>June</b>		
Roll position budgets to approved 10 in Banner HR/Payroll	June 30, 2010	



State Legislature



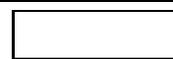
Regents



Regents (F&F)



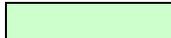
UNM HSC



UNM Main

## UNM BUDGET DEVELOPMENT CALENDAR FY 10/11

STATE LEGISLATIVE SESSION DATES:		
Legislative Session Begins (30 day session)	<b>Jan. 19, 2010</b>	
Last Day for Capital Outlay Requests, Deadline for Bill Introductions	Feb. 3, 2010	
Legislative Session Ends (Noon)	<b>Feb. 18, 2010</b>	
Last Day for Governor Action on Legislation	Mar. 10, 2010	Bills not acted on are pocket vetoed
ITEM:		
UNM REGENTS' FULL BOARD and F&F COMMITTEE MEETINGS	MEETING DATES:	AGENDA ITEM DUE DATES:
Full Board of Regents Meeting	Aug. 11, 2009	Jul. 24, 2009
Full Board of Regents Meeting	Sept. 29, 2009	Sept. 17, 2009
Full Board of Regents Meeting	Nov. 10, 2009	Oct. 27, 2009
Full Board of Regents Meeting	Jan. 12, 2010	Jan. 4, 2010
Full Board of Regents Meeting	Mar. 8, 2010	Feb. 22, 2010
Full Board of Regents Meeting	Mar. 23, 2010	Mar. 9, 2010
Full Board of Regents Meeting	April 30, 2010	Apr. 16, 2010
Full Board of Regents Meeting	May 11, 2010	Apr. 29, 2010
Full Board of Regents Meeting	Aug. 10, 2010	Jul. 27, 2010
Finance and Facilities Committee Meeting	Aug. 6, 2009	Jul. 24, 2009
Finance and Facilities Committee Meeting	Sept. 17, 2009	Sept. 4, 2009
Finance and Facilities Committee Meeting	Oct. 29, 2009	Oct. 16, 2009
Finance and Facilities Committee Meeting	Dec. 10, 2009	Nov. 25, 2009
Finance and Facilities Committee Meeting	Feb. 11, 2010	Jan. 29, 2010
Finance and Facilities Committee Meeting	Apr. 8, 2010	Mar. 26, 2010
Finance and Facilities Committee Meeting	Jun. 3, 2010	May 21, 2010
Finance and Facilities Committee Meeting	Aug. 5, 2010	Jul. 23, 2010



State Legislature



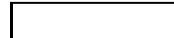
Regents



Regents (F&F)



UNM HSC



UNM Main