



Date: February 10, 2009  
To: University of New Mexico Board of Regents  
From: Andrew Cullen, Associate Vice President Planning, Budget & Analysis  
RE: FY 2009/10 Budget Development Calendar Summary

## February

- February 19th– Deadline for the Introduction of Bills and Capital Outlay Requests
- Week of February 23rd– FY08/FY09 Main Campus College/School/Division Mid-year Budget Reviews
  - Banner FY 2007/08 Current Unrestricted Year-End-Balances
  - Banner Current Unrestricted Balances as of 12/31/08 (Mid-Year Actuals)
  - Banner Projected FY 2008/09 Current Unrestricted Year-End-Balances

## March

- March 2nd – Staff Performance Review Deadline
- March 6<sup>th</sup> – FY10 Budget Recommendations Due to Pres/EVP/VP/AVP
- March 13<sup>th</sup>—FY10 Budget Recommendations Due to Office of Planning, Budget, and Analysis (OPBA)
- March 16<sup>th</sup>– Budget Planner User Training Begins
- March 20<sup>th</sup> – FY10 Budget Recommendations submitted to Constituency Groups
- March 21<sup>st</sup> – Legislative Session Ends (noon)
- March 27<sup>th</sup> – Constituency Groups submit FY 10 Budget Rec. Comments to OPBA

## April

- April 1<sup>st</sup> – Budget Planner Opens
- April 1<sup>st</sup> – OPBA submits FY10 Budget Recommendations to Regents
- April 2<sup>nd</sup> to April 24<sup>th</sup> – Budget Planner Working Sessions for Departments
- April 9<sup>th</sup> – Board of Regent's Meeting
  - FY09/10 Budget Hearings
  - Adopt Tuition and Fee Rates
  - Adopt Salary Guidelines
- April 10<sup>th</sup> – FY 2009/10 Budget and Staff Salary Increase Guidelines issued to Campus
- April 10<sup>th</sup> – Allocations to VP Units Released
- April 10<sup>th</sup> – Last Day for Governor Action on Legislation
- April 24<sup>th</sup> – FINAL HED Budgets Due from Branches
- April 27<sup>th</sup> – FINAL HED Budgets Due from HSC/UNMH

## May

- May 1<sup>st</sup> - Board of Regent's Meeting (morning)
  - UNM Board of Regent's Approve FY 2008/09 Budget Adjustment Requests
  - UNM Board of Regent's Approve FY 2009/10 Operating Budget
- May 1<sup>st</sup> – FY2008/09 Budget Adjustment Requests and FY 2009/10 Operating Budget Submitted to HED
- May 8<sup>th</sup> – All Budgets Completed in Budget Planner – Office of Planning, Budget & Analysis Locks all Budgets
- May 21<sup>st</sup> – FY 2009/10 Original Budgets Loaded to Banner Operating Ledger