

Consolidated Budget Calendar  
2005-06  
(Nov. 30, 2004)

Date	Budget	Activity
October	Operating	Stephanie work with Univ. Computing on procedural changes for efficiency
October 12	BAC	Monthly meeting of BAC - As relates to budget
November 4	BAC	Monthly meeting of BAC 10:00 - Will establish budget parameters for operating, auxiliary, certain specified restricted accounts and the salary budgets
Dec. 6	Operating and Salary	BAC meets with Pres. Burish to discuss operating and salary parameters at request of BAC
Dec. 7 & 8	Operating	Training and review sessions on system
Dec. 9	BAC	BAC holds regular monthly meeting, finalizes parameters. 10:00.
	Staffing Needs	Staffing Needs material shared with BAC, recommendations formulated to be submitted to President Burish.
<b>Dec. 13</b>	Operating Requests - <b>Group 1</b> Williams School, VP for Administration, 1/3 of College	* <b>Call for budget requests goes to Group 1 (1/3 of College, VP for Administration, Williams School). Requests due to appropriate Dean, VP or Provost no later than Jan. 19.</b>
<b>Dec. 27</b>	Operating Requests - <b>Group 2</b> - Admissions, International Education, Law School, Shepherd Program, Registrar & Inst. Research, Board of Trustees, Pres. Office, Athletics, 1/3 of College	** Call for budget requests goes to <b>Group 2</b> (second 1/3 of College and those shown in previous column). <b>Requests due</b> to Dean, VP, Provost or President <b>no later than Jan. 26</b>

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Week of <b>Jan. 3</b>	Operating Requests <b>Group 3</b> - Treasurer's Office, Leyburn Library, University Relations, Special Programs, International Education, Provost Office, University Computing, Tucker Multimedia Center, last 1/3 of College	*** Call for budget requests goes to <b>Group 3</b> (shown in previous column). <b>Requests due</b> to Dean, VP or Provost <b>no later than Feb. 4</b>
Jan. 5	BAC	BAC holds regular monthly meeting 1:00
January 7	Staff and Admin. Salaries	Treasurer's Office sends out salary requests for staff and administration. <b>Due</b> to Provost's Office (as appropriate) or to Treasurer's Office no later than <b>February 1</b>
January 12	Salary Requests	Treasurer's Office distributes requests for Faculty salary recommendations to Deans. <b>Due to Provost Feb. 14.</b>
<b>Jan. 19</b>	Operating	<b>Group 1 requests due</b> to Dean, VP or Provost as appropriate; <b>due from Dean</b> to Provost no later than <b>Feb. 11.</b>
<b>Jan. 26</b>	Operating	<b>Group 2 requests due</b> to Dean, VP or Provost as appropriate, <b>due from Dean</b> to Provost no later than <b>Feb. 18</b>
February 1	Salary and Wage Requests	<b>Staff and administration salary</b> recommendations <b>due</b> to Provost or to Treasurer's Office as appropriate. <b>Due</b> from Provost to Treasurer <b>Feb. 22</b>
Feb. 2	BAC	BAC holds regular monthly meeting 1:30
<b>Feb. 4</b>	Operating Requests	<b>Group 3</b> operating requests <b>due</b> to Deans, VP's or Provost as appropriate, <b>due from Dean</b> to Provost no later than <b>Feb. 25.</b>
Feb. 4 & 5	Board of Trustees	Board of Trustees meeting - Finance Committee reviews parameters of Annual Unrestricted Budget, including salary and capital budget parameters
	Update on Implementation of Growth Control	Board of Trustees Meeting - BAC presents information to Board of Trustees incorporating directive to control budget growth as budgeting process moves forward.

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<b>Feb. 11</b>	Operating	<b>Group 1 requests <u>due</u> from Dean to Provost, <u>due from Provost</u> to Treas. no later than <b>Feb. 25</b></b>
February 14	Salary and Wage Requests	<b>Faculty Salary</b> recommendations <b>due</b> to Provost. Due from Provost to Treasurer Feb. 28.
<b>Feb. 18</b>	Operating	<b>Group 2</b> operating requests <b><u>due to Provost</u></b> , as appropriate, <b>due to Treas. March 4</b>
February 22	Salary and Wage Requests	Staff and administration recommendations <b>due</b> from Provost to <b>Treasurer and Personnel Director</b> .
<b>Feb. 25</b>	Operating	<b>Group 3</b> operating requests <b><u>due</u> from Dean to Provost</b>
February 28	Salary	Provost forwards <b>faculty salary</b> recommendations to <b>Treasurer and Personnel Director</b>
Mid-February through March	Salary and Wage	Treasurer's Office reviews salary recommendations with Personnel Office, prepares material for President's review
March 1	Operating	Regular monthly meeting of BAC
<b>March 4</b>	Operating	<b>Group 2</b> operating requests <b><u>due from Provost</u></b> to Treasurer
<b>March 11</b>	Operating	<b>Group 3</b> operating requests <b><u>due from Provost</u></b> to Treasurer
Early March	Operating	Treasurer works with submissions, compiles data for Mar. 28 mtg.
<b>March 28</b>	Operating	BAC mtg. - Treasurer presents draft, discussion of where reductions needed, <b>adjustments due</b> to Treasurer <b>April 1</b>
Late March	BAC	BAC reviews summaries of salary and wage material
April 1	Operating	Adjustments/reductions due to Treasurer for compilation and presentation to President
Early April	Salary and Wage	Treasurer, Personnel Director and VP for Administration review salary and wage recommendations with President

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Weeks of April 4-15	Operating	Treasurer reviews budget with President, prepares material for Board meeting
Mid April	Salary and Wage	Salary recommendations sent to Personnel for processing of salary letters.
May 6 & 7	Board of Trustees	Board meets and approves budget
May 13	Salary and Wage	Personnel Office mails salary letters
July 1	Operating	Execute the 2005-06 Budget plan
	Salary and Wage	Execute the 2005-06 Budget plan