

## Calendar for FY2009-2010 Budget Preparation

March 6 (Fri.)	Distribute budget instructions, guidelines, and preparation documents to account managers.
March 10 (Tues)	Open BDLs to departments.
March 11, 12 (Wed – Thurs)	Conduct FY2010 BDL classes. (2 classes) Room 100 in Nedderman Hall March 11 (Wed) – 3:00 – 4:30p.m. March 12(Thurs) 2:00 – 3:30p.m.
April 3 (Fri)	Forward ALL paper BDL documents and worksheets related to the FY 2010 budget to the Provost (attn. Kelly Davis), Senior Vice President, or President not later than 3 p.m.  <b>DO NOT APP THE DEFINE BDL DOCUMENTS UNTIL MAY 8.</b>
April 13 (Mon)	Completed performance review forms for A&P and Classified employees due.
April 20-29	FY2010 Budget Review Meetings with University Deans, Vice Presidents, and President. Budget Policy Committee reviews preliminary (overall) FY2010 budget compared to projected income and also by department or division compared to current year's budget.  Budget Policy Committee Reviews with Vice Presidents and Deans Budget requests BDL Adjustments to bring requested budgets within available funding Additional funding requests
May 8 (Fri)	All units must approve (Action: <u>APP</u> ) the *DEFINE FY 2010 BDL documents for their units by this date. UTA Budget Policy Committee completes budget recommendations. The UTA Budget Office will make final adjustments to the BDLs recommended by the UTA Budget Policy Committee.
June 1-12 (Mon-Fri)	UTA Budget Policy Committee discusses Goals/Priorities at U.T. System hearing
June 29 (Mon)	First draft due to U.T. System Administration.
June 29 (Mon)	Highly Compensated, High Ranking, and Top Ten Salary Reports due to U.T. System Administration.
July 2 - 8	Technical budget review with U.T. System Budget Office (via telephone, fax, e-mail).
July 7-8 (Tues-Wed)	Board of Regents to review/approve Presidents and Executive Officers compensation.
July 15 (Wed)	Final copies of FY 2010 Budgets, salary rosters, and supplemental reports due to U.T. System.
August 20 (Thurs)	U.T. System Board of Regents reviews / approves FY 2010 Operating Budget.

### UT SYSTEM DEADLINES