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AT ARLINGTON

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TO: Vice Presidents, Deans, Departmental Chairs, Directors, and Other  
Budget/Account Managers

FROM: Donald R. Bobbitt   
Provost and Vice President for Academic Affairs

Rusty Ward   
Vice President for Business Affairs and Controller

SUBJECT: 2010-11 Pre Budget Policy and Preparation Instructions

The University's 2010-2011 operating budget cannot be finalized until late April 2010. However, we are starting the budget process now in order to fully evaluate any requests for new spending for 2010-2011. Accordingly, we ask that you do the following:

- 1) Please schedule your budget hearing prior to February 15, 2010, if you regularly conduct one.
- 2) Please submit any requests for new spending to the Executive Committee, via your appropriate Vice President, prior to Feb 15, 2009.

Requests for new and replacement positions are still routed to the Position Review Committee. Please keep in mind that any new or replacement positions can NOT be funded with "one time" funds unless the job terminates at a set time.

If we are able to offer a merit policy we will make the announcement later in the spring when the decision is made.

The detailed instructions to be used in preparing the new FY 2011 DEFINE Budget Update Document (BUD) which will be generated from the new HRMS system will be issued in early March 2010.

The Office of Budgets and Financial Planning will conduct Budget Update Document (BUD) presentations in Room 100 Nedderman Hall on the preparation of the Budgeting DEFINE documents (BUDs). These meetings will be scheduled for early March 2010. Further communication setting times and dates for the training on the Budget Update Document will be issued at a later date.