**Timetable for 2010-11 Budget Development**

January 18 Send revenue request for 10/11 budget to divisions

January 25 Send out narratives to divisions

January 29 All permanent transfers are due in our office

January 29 Last day to include **completed** EPAFs in the 10/11 budget

February 12 Evaluations below Director level are due

February 15 Due date for original budget reallocations between account codes

February 19 Evaluations at Director level and above are due

February 19 Revenue projections due from divisions for 10/11 budget

February 26 Narratives due from divisions

March 15 Distribute worksheets for salaries (if necessary)

March 22 Memo to divisions requesting offsetting expenditure indexes for revenue incr/decr.

April 2 Offsetting expenditure indexes due for revenue incr/decr .

April 5 Memo to divisions requesting offsetting expenditure indexes for any tuition

 increase/state appropriation

April 14 Salary worksheets due back from Division

April 16 Offsetting expenditure indexes due for any tuition increase/state appropriation

April 23 Budget Office proofs and balances salaries and fringe benefits

May 10 – May 28 Budget Office analyzes for technical compliance, completes budget summaries, and

 formats document

June 1 Proof budget document

June 2 Budget goes to print

June 11 Mail budget to Board

June 25 Board of Regents to approve 10/11 Budget

June 28 Place approved budget on website