UCM BUDGET DEVELOPMENT FOR 2009-10: PLANNING CALENDAR

	Campus Budget Office	UCM Executive Leadership	Campus Budget Committee
November 2008	2007-08 Year-end reports are finalized		
December 2008	Projections of resources anticipated for 2009-10 year are prepared		
January 2009		Budget CALL for 2009-10 development is sent out	
		Letter to Campus: State Budget Climate and Impacts for UC Systemwide	Initial Meeting of the Committee is held
	Prior Year-end Information Distributed		
February 2009	Units are contacted individually; provide assistance and background information		
March 2009	Budget Office prepares discussion points for Executives	Leadership provides overarching principles for review of requests	Second Meeting Scheduled in March prior to due date of budget requests
	2009-10 Submittals are Received on **March 30**		
	Budget Office reviews the submittals and prepares summaries and analyses for the committee; prepares binders for members; identifies potential questions for units		Committee members review all materials and consider questions for the units based on requests; prepares for presentations by principal officers
April 2009	Schedules presentations with units; prepares supporting documents for members		Conducts the process for the budget presentations by principal officers
May 2009	Prepares summary sheet of proposed funding priorities for review		Recommendations are forwarded to the Chancellor for decision
		Decisions are made regarding the distribution of resources	
	Prepares draft allocation letters		
	Allocation letters are finalized and distributed to campus		
	Update the Web site to provide comprehensive information for campus; reviewing the campus budget,process,allocations.		