



UNIVERSITY of ST. THOMAS

Budget Approval Process

FY 2009-2010 budget

September 10 th , 2008	Memos are distributed to Department Heads and Budget Managers regarding the FY 10 Budget Process, Training Dates, and Budget Calendar
September 15 th -26 th , 2008	Budget Training – St. Paul and Minneapolis Campuses - (Training dates listed on next page)
October 6 th – 10 th , 2008	Examine FY 08 Actual vs. Budget, FY 09 Proj vs. Budget to identify significant changes to “prior” FY 10 budget input.
October 13 th – 14 th , 2008	Finalize data in Cognos Planning
October 15th, 2008 Oct. 16th	St. Thomas Institutional Budget application open for input - Working sessions available to budget managers for assistance
November 7th, 2008 , Nov. 10 th	Budget Approval Complete by Dean/Vice Presidents
November 11 th – 12 th , 2008	Senior Management Budget Review and Human Resources Compensation Review.
November 13 th – 19 th , 2008	EVP/VP Budget Review meetings with Deans, AVP’s and selected department heads
November 20 th – 26 th , 2008	Budget review and adjustments by Deans/ Vice Presidents
November 27 th & 28 th , 2008	Thanksgiving Break
December 2 nd & 9 th , 2008	EVP Budget Meetings
December 15 ^h , 2008	Approval by President’s staff
February 18 th , 2009	Review and Approval by the Finance/Audit Committee
February 19 th , 2009	Review and Approval by Board of Trustees
February 28 th , 2009	Departments provide FY 10 approved budget by month