



# UNIVERSITY of ST. THOMAS

## **Budget Approval Process** FY 2010-2011 budget

September 22, 2009	Memos are distributed to Department Heads and Budget Managers regarding the FY 11 Budget Process, Training Dates, and Budget Calendar
October 1 - 9, 2009	Budget Training – St. Paul and Minneapolis Campuses - <b>(Training dates listed on next page)</b>
October 12 – 13, 2009	Controller’s Office finalizing data in Cognos Planning
<b>October 14, 2009</b>	<b>UST Institutional Budget application open for input</b> - Working sessions available to budget managers for assistance
<b>November 6, 2009</b>	<b>Budget Approval Complete by Dean/Vice Presidents</b>
November 9 – 13, 2009	Controller’s Office Budget Review and Human Resources Compensation Review.
<b>November 16 – 20, 2009</b>	<b>EVP/VP Budget Review meetings with Deans, AVP’s and selected department heads</b>
November 23 – 25, 2009	Budget review and adjustments by Deans/ Vice Presidents
November 26 & 27, 2009	Thanksgiving Break
December 1, 8, & 15, 2009	EVP Budget Review Meetings
January	Continued EVP Budget Review Meetings and Approval by President’s staff
February 17, 2010	Review and Approval by the Finance/Audit Committee
February 18, 2010	Review and Approval by Board of Trustees