

# FY 2010 ANNUAL BUDGET PLANNING CALENDAR

March 9, 2009	Preliminary FY 2010 Position Listings (first proof) retrieved by budgetary units for review
April 3, 2009	Updated preliminary Position Listings are due back to the Budget Office (latest date)
April 6-May 8, 2009	Budget Office develop Budget Allocations
May 15, 2009	Issue FY 2010 Budget Allocations
May 18-June 12, 2009	Begin processing on-line FY 2010 unclassified pay rate changes for budgeted positions, students and OOE changes
May 4-15, 2009	HRIS training (4 sessions) on budget on-line system
June 12, 2009	Deadline for all FY 2010 on-line budget updates
June 1-30, 2009	Budget Office continues processing of classified changes and final balancing of the FY 2010 Annual Budget
June 26, 2009	Deadline for FY 2009 Change in Budget Estimate Forms
July 13-17, 2009	Budget data uploaded to FIS
July 13, 2009	Final FY 2010 Annual Budget Position Listings may be retrieved by departments
July 13-31, 2009	Prepare Annual Budget appendices and send Annual Budget to the printers.
August 3, 2009	Transmit budget to Division of Budget (BMS).
August 3-Sept. 15, 2009	BRD preparation
August 3, 2009	Service code report information available for review
August 17, 2009	Distribution of FY 2010 Annual Budget Document
Sept. 8-18, 2009	Budgetary units update unclassified service code data