

**STATE UNIVERSITY SYSTEM
OPERATING BUDGET CYCLE
2010-11 LEGISLATIVE BUDGET REQUEST CALENDAR**

	Universities/ Board of Trustees	Chancellor / Board of Governors Office	Board of Governors	Governor	Legislature
March, 2009		1 Prepare Draft General Guide- lines for Development of SUS Legislative Budget Request (LBR)	2 Adopt General Guidelines for Development of SUS LBR		
April		3 Distribute technical instructions to the Universities for Submission of University LBR			
April May / June / July	4 April to June - Prepare LBR June - Submit Salary Category July - Submit University/Board LBR to BOG Office				
July		5 Transmit Salary Category Detail file to Governor's Office. Review/Prepare SUS LBR			
August			6 Approve SUS LBR with Authority of Chancellor to make Technical Changes		
September		7 Continue Preparation of the LBR. Make Technical Changes as Authorized by the Board			
October		8 Submit Approved SUS LBR to Governor and Legislature on 10/15			
November		9 Request Universities to Review Plant Operations & Maintenance for New Space Budget Request for Updates/Changes		10 Development of Governor's Recommended Budget	
December	11 Universities Submit Updates/Changes for PO&M for New Space Budget Request			12 Development of Governor's Recommended Budget	
January, 2010	13 Submit Updated Salary Category Detail File (SCDF)	14 As needed, prepare Chancellor's Amended LBR; Transmit SCDF to Governor and Legislature	15 As needed, approve Amended SUS LBR		
February			16 As needed, approve Amended SUS LBR	17 Governor Releases Recommended Budget	
March/ April					18 Legislature in Session
May					19 General Appropriations Bill Passed
June				20 General Appropriations Act Signed into Law	
August	21 Universities Submit 2009-10 Operating Budgets for all Budget Entities				

*Order of activities shown by numbers

Revised 1-14-09