



FY 2010 Mid-Year and FY 2011 Annual Budget Development/Planning Tasks

Planning Process	Major Task	Deadline
FY 2010 Mid-Year Review – State funded Budget	Mid-Year Requests (<i>Budget Request Form</i> on Budget Web site, www.tmcc.edu/budget)	Initial Cabinet Review – November 2009.
FY 2010 Mid-Year Review – Self-Supporting Budgets and Summer School 2010	Submit spending variances over 25% for Board of Regents approval (Forms will be on Budget Web site)	November – December process (Budget Office initiates; Vice Presidents’ approve.)
FY 2011 Budget (State Operating and Self-Supporting)	Staffing Review / Requests (<i>Budget Request Form</i> on Budget Web site)	Initial Cabinet Review December 2009
FY 2011 Budget (State Operating and Self-Supporting)	Non-staff-related Budget Requests (<i>Budget Request Form</i> on Budget Web site)	Vice Presidents send budget requests to Budget Office late January 2010. Cabinet initial review February 2010. Final Cabinet Review of Prioritized Division Requests March 2010.
FY 2011 All Funds Budget	Final Review and Approval	Final Review by President – date contingent on Board of Regents Calendar (TBD)



Major Milestones: FY 2011 Budget Development / Planning Process

CAVEAT: Decisions by Board of Regents may modify these dates.

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| 1. Budget Web site updated with current forms, instructions, and calendars. | September 2009 |
| 2. Divisions begin discussions of FY 2010 mid-year requests and FY 2011 new staffing requirements. Requests are prepared and prioritized. | September – November 2009 |
| 3. Cabinet reviews and prioritizes FY 2010 mid-year requests. | November 2009 |
| 4. Divisions begin discussions of FY 2011 non-staffing related budget requests. | November - December 2009 |
| 5. Cabinet reviews FY 2011 staffing requests. | December 2009 |
| 6. Divisions submit FY 2011 non-staffing budget requests to Budget Office. | Late January 2010 |
| 7. Cabinet has initial discussion of FY 2011 non-staffing requests. | February 2010 |
| 8. Divisions finalize and prioritize their FY 2011 non-staffing requests. | February 2010 |
| 9. Cabinet reviews and approves all requests (staffing and non-staffing; all funds). | March 2010 |
| 10. Budget finalizes FY 2011 Budget, including budget requests. | March – April 2010 |
| 11. Budget initiates Self-Supporting Budget process (budget requests already included in above processes). | March – April 2010 |
| 12. Cabinet approves All Funds Budget. | April -- May 2010 |
| 13. All Funds Budget filed with system office and loaded into financial system. | June 30, 2010 |