

# **Executive Summary**

## **Prepared for Board of Trustees Meeting**

### **January 22, 2008**

## **Budget Calendar**

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### **Purpose of Report**

The purpose of this report is to update the Board of Trustees regarding the budget process for 2008-2009 budget year.

### **Objectives**

- Identify the chronological order of the activities of the budget process.
- Assign completion dates to each activity on the calendar
- Establish staff budget meeting and training dates

### **Operational Impact**

The dates are critical to ensure that all phases of the budget process proceed in a timely manner. The timeline has been reviewed to ensure that these dates allow sufficient time for the campus and department leaders to establish the priorities and requests to be considered.

### **Results**

The budget calendar lists critical dates for the preparation, submission and review of the campus and departmental budgets. Due dates are established to ensure that sufficient time is allowed for the completion of each activity on the calendar. In addition, the Board of Trustees will be updated throughout the process.