

Minnesota State University, Mankato

FY05 Budget Calendar

Appendix B

July	<p>FY05 M&E Non Salary & Equipment budgets loaded into system FY05 Vending & Fund 17 Budgets finalized All Funds Budgets loaded into accounting system IFO Salary Reimbursement report sent to IFO Office PALS billings for administrative costs Graduate Fee distribution Spring adjustment to tuition for Student Fees</p>
August	<p>Close of FY04 Accounting Divisions review Salary Budgets by Cost Center for their division for FY05 Spring Semester FY04 Friday/Saturday distribution to departments FY05 Contract Travel Distribution</p>
September	<p>BSMC - Review FY05 Budget - Start discussion on FY06 Budget and Budget Assumptions - Review Budget Policies - Discussion on Implementation of Allocation Model Distribute FY04 Non Salary Carry Fwd to Divisions MSUSA Fee Report</p>
October	<p>BSMC - Review FY05 Printing Allocation Distribute FY05 Printing Allocation Review and further prioritize FY05 Institutional Equipment list</p>
November	
December	<p>Distribute Budget for FY05 Classified Step Increases Divisions develop Institutional Equipment and Furnishings list for next fiscal year</p>
January	<p>Review Student pay rate and GA pay rate Fall Semester FY05 Friday/Saturday distribution to Colleges Budget Policies reviewed by Meet & Confers</p>
February	<p>By February 1 Divisions submit requests for FY06 Institutional Equipment & Furnishings List By February 15 Budget Work Group prioritizes Institutional Equipment & Furnishings List BSMC - Review and comment on FY06 Institutional Equipment & Furnishings list President reviews and approved M&E Budget Policies</p>
March	<p>By March 1 President reviews and approves FY06 prioritized institutional equipment and furnishings list</p>
April	<p>FY05 Fund 17 NAI-Institutional Revenue Allocation reviewed for budgeting for FY06 FY05 Vending reviewed and budgeted for FY06 President approves FY06 Core Equipment Budget FY06 M&E Non salary budget forms given out to divisions FY06 Self-Supporting 2 Ledger and 3 Ledger budget forms distributed to divisions</p>
May	<p>FY06 Vending Budget and Fund 17 Budget submitted to President for approval FY06 Core Equipment Budget distributed to Divisions</p>
June	<p>FY06 M&E Non salary forms due in Budget Office Budget Office distributes FY06 Divisional equipment budget and approved list of Institutional Equipment & Furnishings FY06 Self-Supporting 2 Ledger and 3 Ledger budget forms due in Budget Office</p>