

**STATE UNIVERSITY SYSTEM
OPERATING BUDGET CYCLE
2007-08 LEGISLATIVE BUDGET REQUEST CALENDAR**

	Universities/ Board of Trustees	Chancellor / Board of Governors Office	Board of Governors	Governor	Legislature
March		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			
May / June	4 May - Prepare University/Board LBR June - Submit University/Board LBR to BOG Office; Submit Salary Category Detail File				
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			
November		9 Request Universities to Review Plant Operations & Maintenance (PO&M) 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	13 Submit Updated Salary Category Detail File (SCDF)	14 As needed, prepare Chancellor's 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 Operating Budgets for all Budget Entities				
September	22 Universities Submit Expenditure Analysis for the most recently completed year. Universities submit financial statements				
February/ March	23 Institutional Audits completed by the State Auditor General	24 Consolidated Financial Statements prepared			

*Order of activities shown by numbers

Revised 1-18-06