

**University Planning, Budget & Analysis Committee  
FY04 Budget Development Calendar**

Rev: 12.20.02

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
JANUARY 5	6	7 UPBAC 1) Delivery of Budget Overviews 2) Discuss Bgt Amend format 3) Strategic Concepts & Priorities	8	9 Bgt Amend Worksheets sent to Units	10	11
12	13 Present Multi Year Forecast to PEC	14 UPBAC 1) Reconfirm Principles & Val 2) Discuss Evaluation Matrix	15 REGENTS Helena	16 REGENTS Helena	17 REGENTS Helena	18
19	20 Holiday	21	22	23 Enrollment Management Committee	24	25
26	27	28 UPBAC 1) Discuss Evaluation Matrix 2) Discuss potential presenter • ITAC • Athletics	29 Bgt Amend Worksheets returned to Budget Office	30	31	FEBRUARY 1
2	3	4 Dooley gone	5 15th Class Day	6	7	8
9	10	11 1) Delivery of Budget Amend. Requests 2) Evaluation Matrix Updates	12	13	14 OPA generates KPI & Instructional Cost Reports	15
16	17 Spring Semester FTE & Revenue review to PEC	18 UPBAC 1) FY03 Spring FTE & Rev Rpt 2) FY03 Budget Update 3) Executive Presentations 4) Discuss Bgt Amendments	19	20	21	22
23	24	25 UPBAC 1) FY04 FTE & Tuition Projections 2) Delivery of Instructional Cost & KPI Reports 3) Delivery of Student Svcs & Instit. Support KPI Reports 4) Cont'd Bgt Amend Discussions	26	27	28	MARCH 1
2	3	4 Dooley gone	5 UPBAC members to rank Budget Amend. Requests via email	6	7	8

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SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
9	10	11	12	13	14	15
<b>S P R I N G B R E A K</b>						
16	17	18 UPBAC 1) FY04 FTE & Tuition Update 2) FY04 Macro Analysis 3) Discuss Bgt Amend Rankings 4) Discuss FY04 Budget	19 REGENTS	20 REGENTS	21 REGENTS	22
23	24	25	26	27	28	29
30	31	APRIL 1 UPBAC 1) First Draft of FY04 Budget Plan 2) Review Bgt Amend Rankings 3) Cont'd Budget Discussions	2	3	4	5
6	7	8 UPBAC 1) FY04 FTE & Tuition Update 2) FY04 Macro Analysis Update 3) FY04 Budget Plan Update 4) Cont'd Budget Discussions	9	10	11	12
13	14	15	16	17	18	19
20	21	22 UPBAC 1) Review of Draft Budget	23	24	25	26 Leg. Session Ends
27	28	29 UPBAC 1) Review FTE & Rev Updates 2) Make applicable adjustments to budget	30	MAY 1 CAMPUS OPEN FORUM	2	3
4	5	6 UPBAC 1) Review comments & suggestions 2) Finalize FY04 Budget Plan	7	8 UPBAC Budget Plan Due to President	9	10 Commencement
11	12	13 UPBAC President's response to UPBAC	14	15	16	17