

**Budget Manager's Meeting
Agenda
Tuesday, March 18, 2008 (9:00 AM)**

----- *FY 2007-08* -----

- **FY 07-08 Excess Revenue (Mid-Year Review)**
 - All funds allocated (J23580, J23901, J23951, J245143, J24101, LH-9131-08)
 - BD-606 up at OSBM (keep your fingers crossed)
 - Purchasing – is applauding the timely requisitions
 - Will make their jobs easier, and help ensure timely receipt
- **FY 07-08 Year-End**
 - Carry Forward --- methodology: divisions need to confirm w/ Cindy
 - Overcommitments / Negatives:
 - Salaries -- Fund/Account must be positive
 - **Accounting / Purchasing Guidance - ?????????????????????????????????**

----- *FY 2008-09* -----

- **FY 08-09 Special Funds Budgets**
 - Due to my office May 12
- **FY 2008-09 Annual Allocation Process**
 - Guidance / process delayed
 - Requests due back – TBD
 - Discussion

----- *Miscellaneous* -----

- **Budget Office Restructure – temporarily**
 - Still call x3914...everyone picks up
 - Emails to Angie (leeac) – budget requites, overrides, etc
- **Training Committee – Cindy Hucks**
 - Update on committee work
- **Lapsed Salary Report**
 - ITSD making changes based on campus inputs
 - Back to Budget Office for final review / data verification
- **EPA Salary Increase Process**
 - Budget Office working w/ ITSD
 - Looking at “modified” Salary Planner instead of new system
- **Budget Request System**
 - Reporting update - Angie
- **Lapsed Salaries – Cindy**
 - handout
- **Budget Workshop Training**
 - BGT 101 Monday, April 14 2:00 PM AL 211
 - BGT 102 Tuesday, April 15 9:30 AM AL 211
 - BGT 103 Wednesday, April 16 2:00 PM AL 211
 - BGT 104 Friday, April 18 9:30 AM AL 211
 - BGT 105 Tuesday, April 22 9:30 AM AL 211
 - BGT 106 Thursday, April 17 9:30 AM AL 211
 - BGT 107 Thursday, April 17 2:00 PM AL 211
- **Future Budget Managers' Scheduled Meetings**
 - Tuesday, May 13, 2008 9:00 – 10:30 AM AL 215
 - Tuesday, July 15, 2008 9:00 – 10:30 AM AL 215
 - Tuesday, September 16, 2008 9:00 – 10:30 AM AL 215
 - Tuesday, November 18, 2008 9:00 – 10:30 AM AL 215