

**UT SOUTHWESTERN MEDICAL CENTER AT DALLAS
OFFICE OF BUDGET
FY 2009 BUDGET CALENDAR**

DATE	State Budget	MSRDP Budget	CSA Budget	Hospital Budget	Health System Capital Budget	Administrative & Professional Merit	Classified Merit	Legislative Appropriation Request- FY 2010-11
Friday, January 18, 2008		Distribute MSRDP Budget Instructions & Expense History (16 months) for purposes of projections						
Wednesday, January 23, 2008		Distribute MSRDP Revenue Projections						
Thursday, February 07, 2008	Board of Regents Approves budget policies							
Monday, February 11, 2008	Preliminary Estimate of Available Funds							
Friday, February 22, 2008	Distribute Budget Instructions and State Fund Allocations and Indirect Cost	Revenue Projection Due to MSRDP Finance Office	Distribute Budget Instructions	Distribute Budget Instructions	Distribute Capital Budget Instructions	Distribute A&P Merit Instructions (Included in Budget Instructions)	Distribute Performance Evaluation Materials	
Friday, March 14, 2008	Completed Budget Packets Including Faculty Merit Recommendations Due From:		Budget from Administrative Departments due to MSRDP Finance Office					
	Basic Science							
	Allied Health							
	Graduate School Non-Academic Depts.							
Friday, March 21, 2008	Clinical Departments	Budget Due from Clinical Departments				A&P Merit Recommendations Due From All Departments		
Friday, March 28, 2008				Review of 1st draft by Sharon Riley and Dr. McConnell	Capital Budget Due			
Monday, March 31, 2008				1st Draft Budget Due to the Budget Office				
Wednesday, April 02, 2008		Budget Review by John Roan and Drs. McConnell & Meyer	Preliminary Budget Review with Drs. McConnell & Meyer	Budget Review John Roan				
Friday, April 04, 2008	Budget Summary Due to UT System for Goals/Policy Hearing	Budget Summary Due to UT System for Goals/Policy Hearing		Budget Summary Due to UT System for Goals/Policy Hearing				LBB issues instructions for Base Reconciliation
Tuesday, April 08, 2008	Budget Goals/Policy Hearing with UT System	Budget Goals/Policy Hearing with UT System		Budget Goals/Policy Hearing with UT System				
Monday, April 14, 2008	Dean Approves Faculty Merit Increases	Budget Review with Drs. McConnell & Meyer	Budget Review with Drs. McConnell & Meyer		Budget Review with Drs. McConnell & Meyer			
Wednesday, April 16, 2008								
Friday, April 18, 2008				Review by Clinical Financial Affairs Committee		Present A&P Merit Recommendations to John Roan & Dr. Behrendt		

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Monday, April 21, 2008		Budget Review by Health System Staff	Budget Review by Health System Staff	Budget Review by Health System Staff	Budget Review by Health System Staff			
Tuesday, April 22, 2008	Review and Approval of Faculty Merit Increases by Dr. Wildenthal							
Wednesday, April 23, 2008		Budget Review with John Roan	Budget Review with John Roan	Budget Review by John Roan	Budget Review by John Roan	Administration Approves A&P Merit Increases		
Friday, April 25, 2008		Preliminary Review of Budget by Dr. Wildenthal	Preliminary Review of Budget by Dr. Wildenthal		Preliminary Review of Budget by Dr. Wildenthal			
Wednesday, April 30, 2008		Final Review and Approval by Dr. Wildenthal	Final Review and Approval by Dr. Wildenthal	Final Review and Approval by Dr. Wildenthal	Approve Health System Capital Budget by Dr. Wildenthal			
Monday, May 05, 2008	First Draft Operating Budget Due to UT System, including B-2 SRECNA	Budget Due to UT System	Budget Due to UT System	Budget Due to UT System				
Wednesday, May 07, 2008		Budget Review by MSRDP Finance Committee	Budget Review by MSRDP Finance Committee		Capital Budget Review by MSRDP Finance Committee			
Thursday, May 08, 2008	Technical Budget Review with System Administration							
Monday, May 12, 2008		Budget Review by Clinical Leadership Council	Budget Review by Clinical Leadership Council		Capital Budget Review by Clinical Leadership Council			
Friday, May 16, 2008								Base Reconciliation to UT System Office
Monday, May 19, 2008				Present Operating Budget to Health System Board	Present Operating Budget to Health System Board			
Wednesday, May 21, 2008								
Friday, May 23, 2008								Base Reconciliation Due to LBB
Monday, June 02, 2008	Final Budget Due to UT System	Final Budget Due to UT System	Final Budget Due to UT System	Final Budget Due to UT System		Notification of Merit Increases to A&P Employees		
Friday, June 06, 2008							Distribute Classified Merit Instructions	
Friday, June 13, 2008								LBB issues Instructions for completing LAR
Monday, June 23, 2008	High-ranking and highly compensated reports due to UT System							
Friday, June 27, 2008								List of Proposed Exceptional Items due to UT System Office
Monday, July 07, 2008							Evaluations and Merit Recommendations Due to Human Resources	
Thursday, July 17, 2008								First Draft of LAR Due to System Administration
Monday, July 21, 2008								Technical Review & Hearing

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Friday, August 01, 2008							Classified Merit Summary Due to the President	Begin LAR Hearing with LBB & Components. Final Draft Due to UT System
Friday, August 08, 2008	UT Board of Regents approves Operating Budget	UT Board of Regents approves Operating Budget	UT Board of Regents approves Operating Budget	UT Board of Regents approves Operating Budget				LAR due to LBB and Governor's Office
Monday, August 11, 2008								
Thursday, August 14, 2008	Salary Change Report due to UT System							
Monday, August 18, 2008	Final Draft Operating Budget Due to UT System for Printing	Final Draft Operating Budget Due to UT System	Final Draft Operating Budget Due to UT System	Final Draft Operating Budget Due to UT System			Notification of Merit Increases to Employees	
August - September								Joint LAR Hearings