


**VICE PRESIDENT FOR FINANCIAL & ADMINISTRATIVE AFFAIRS
SOUTHERN ILLINOIS UNIVERSITY
FY2008 OPERATING CALENDAR**

DATES SUBJECT TO CHANGE

LAST UPDATED 1-3-08

July 2007

Monday	Tuesday	Wednesday	Thursday	Friday
2 Ethics Training Implementation Plan due to OEIG	3	4 Holiday 	5	6 Last day to submit IDF's to A/P for PPOs with 6/30 ending date, unencumbered purchases and reimbursements for travel expenses incurred prior to July 1st; All Invoices for payment against PPOs with June 30th ending dates must be received in A/P
9 Load OTS Budgets	10 All accounts payable for blanket authorizations must be received in Purchasing.	11	12 BOT, Finance, A&D Mtg at SOM	13 Travel Designation Report due to Secretary of State
16	17	18	19	20 Annual VPFAA Budget and Planning Unit Staff Retreat
23	24	25	26	27 Salary Report Due
30	31			

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August 2007

Monday	Tuesday	Wednesday	Thursday	Friday
		1	2	3 FY 08 Guidelines & Instructions for RAMP & Technical Questions from IBHE distributed
6	7	8	9	10 All invoices to be processed against 07 (ledger 2) must be received in AP. Large Student Financial Aid Drawdown and Distribution
13	14 COP Holder Payments Due	15	16	17
20	21	22 Ethics Training Planning Meeting	23	24 Budget Retreat (Budget Offices)SOM
27	28	29 All FY07 P-Card corrections/transfer vouchers for State accounts must be received by AS	30 Deadline for BOT Agenda Items to MDW for Sep. mtg Preliminary FY07 financial statements due to VPFAA for Nov. BOT mtg	31 Ethics Campus Registration Lists

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September 2007

Monday	Tuesday	Wednesday	Thursday	Friday
Proposed cancellation of all FY07 (Ledger 2) Planned Purchase Orders				1
3 Labor Day!	4	5	6 BOT mailing for Sep. mtg	7
10 Registration List for ethics training period due to Ethics Officer	11	12	13	14
17 Colleges & Univrs. Electronically submit Ethics Training Registration Lists to OEIG	18	19	20 BOT, Finance, A&D mtgs SIUE • FY09 RAMP - Planning, Operating, & Capital to be approved • FY08 Operating & Capital Budget • FY07 Fourth Quarter Investment Report	21
24	25 Historical RAMP from campuses due to VPFAA	26	27	29 Historical RAMP due to IBHE Performance Report due to Haller

October: Proposed cancellation of all FY07 (non State) Planned Purchase Orders with ending dates of June 30, 2007.

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October 2007

Monday	Tuesday	Wednesday	Thursday	Friday
1 Bondholder payments due IMS operating and capital requests due back to IBHE	2 Tier 1 Helpdesk Training Sessions provided by OEIG & CMS October 2-9, 2007	3	4	5
8 Operating and Capital documents and Technical Questions due to IBHE FY08 Planning RAMP due to VPFAA	9	10 Ethics Training user ID List provided to campuses	11	12 Operating and Capital documents and Technical Questions due to IBHE FY08 Planning RAMP due to IBHE
15 BOT Agenda Items due to MDW for Nov. BOT mtg Fitch Bond Survey due FY07 Year End Report due -Dr. Stucky FY08 1st Q Report due from campuses to Tami Carson Campuses Distribute Ethics Training Notices	16	17 Campus Receive 1st Daily Ethics Compliance Report	18	19 Develop FY07 Financial Rpt Presentation for Oct. BOT mtg
22 FY08 First Q Report due to Dr. Stucky	23	24	25	26 BOT Mailing for Nov BOT mtg Annual Real Property Utilization Report due to CMS Annual Revenue and Expenditure Report due to Governor
29	30	31		

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November 2007


Monday	Tuesday	Wednesday	Thursday	Friday
			1	2 MWD due to Dr Haller
5	6	7 University Deadline for Ethics Submission	8 BOT, Finance, A&D Committee mtgs SIUE • FY07 Year End Budget Report • FY08 First Quarter Investments Report • FY07 MWD Report Reminder Notices to employees who have not completed Ethics Training	9
12 Final Reminder Notices to Employees and Chancellors for completion of Ethics Training	13	14 End of Ethics Training (ID's deactivated at 12:00 a.m.)	15 Annual Sick/Vacation Leave Status Report due to Governor and General Assembly	16
19	20	21	22  Happy Thanksgiving!	23 Thanksgiving Friday
26	27 OEIG distributes Final Compliance Reports to Ethics Officer	28	29	30

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December 2007

Monday	Tuesday	Wednesday	Thursday	Friday
3	4	5	6	7 MWD Report due to IBHE
10 Moody's Survey due	11 Deadline for BOT Agenda Items to MDW for January mtg	12	13	14 GOMB FY 09 On-line Budget Submission Proposed Tuition & Fee Rates due VPFAA Course Specific Fee and Tuition Waivers Report due to Board
17	18	19 Continuing Disclosure due to Tina	20 • Report to Finance Committee on Specific Fee and Tuition Waivers Submit Final Compliance Reports w/comments to OEIG	21
24 Christmas Holiday	25  Christmas	26 Christmas Holiday	27 Administrative Closure	28 Administrative Closure
31 Administrative Closure				

*SIUC, SIUE, SOM Mid-Year Budget Reappraisal Period
Agency Workforce Rpt due - Jan 1*



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January 2008



Monday	Tuesday	Wednesday	Thursday	Friday
	<p style="text-align: center;">1</p>  <p style="text-align: center; color: red;">New Year's Holiday</p>	<p style="text-align: center;">2</p> <p style="text-align: center;">Prepare Appropriation Hearing material</p>	<p style="text-align: center;">3</p>	<p style="text-align: center;">4</p> <p style="text-align: center;">Information for Bureau of the Budget "Illinois Budget Book" due to VPFAA BOT mailing for Jan. BOT mtg OEIG distributes Disciplinary Action Letters for noncompliant employees</p>
<p style="text-align: center;">7</p> <p style="text-align: center;">Discussion Budget meetings with IBHE this week (tentative)</p>	<p style="text-align: center;">8</p>	<p style="text-align: center;">9</p> <p style="text-align: center;">Large Student Financial Aid Drawdown and Distribution</p>	<p style="text-align: center;">10</p>	<p style="text-align: center;">11</p> <p style="text-align: center;">Travel Designation Rpt due to Secretary of State FY09 Appropriation Bill and Reappropriations due to VPFAA Bureau of the Budget "Illinois Budget Book" due</p>
<p style="text-align: center;">14</p>  <p style="text-align: center;">Dr. Martin Luther King Jr. Day</p>	<p style="text-align: center;">15</p>	<p style="text-align: center;">16</p>	<p style="text-align: center;">17</p> <p style="text-align: center;">BOT, Finance, A&D Committee mtgs SIUE • BOT rpt on IBHE FY09 Oper. & Cap. Recommendations • BOT reviews FY09 Four-Year Tuition, Fees, and Room and Board recommendations • FY 08 First Quarter Budget Report</p>	<p style="text-align: center;">18</p>
<p style="text-align: center;">21</p>	<p style="text-align: center;">22</p>	<p style="text-align: center;">23</p>	<p style="text-align: center;">24</p>	<p style="text-align: center;">25</p>
<p style="text-align: center;">28</p> <p style="text-align: center;">FY08 Mid-Year Budget Report due from campuses to Tami Carson BOT agenda items due to MDW for Feb. BOT mtg Statement of Economic Interests Recipient list due to Mona Brown</p>	<p style="text-align: center;">29</p>	<p style="text-align: center;">30</p>	<p style="text-align: center;">31</p> <p style="text-align: center;">Oklahoma State Salary Survey due</p>	

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February 2008


Monday	Tuesday	Wednesday	Thursday	Friday
				1 ISL Narratives from campuses due to VPFAA
4	5 Proposed Tuition and Fee Rates Due to VPFAA	6 IBHE Recommendations (tentative)	7	8 ISL Forms from campuses due to VPFAA
11 BOT Agenda Items due to MDW for March BOT Mtg FY08 Mid-Year Report due to Dr. Stucky	12	13	14  Valentine's Day	15 BOT mailing for Feb. BOT mtg COP Holder Payments Due Preliminary House Hearing ISL's due to the State
18  President's Day FY09 Planning and Budget Schedules mailed to campuses	19	20	21 Vice Presidents send FY09 Planning Operating Request Guidelines Letters to campuses	22
25	26	27	28 BOT, Finance, A&D mtgs SIUC • FY08 2nd Quarter Investments Report • FY08 Mid-Year Budget Report • Four-Year Tuition, Fees, and Room and Board recommendations • Affordability Report 1st Contingency Release Request Date to President	
				29

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March 2008

Monday	Tuesday	Wednesday	Thursday	Friday
3	4	5	6	7 Statement of Economic Interest List due to State - 2nd list Deadline for Retraining Student Workers
10  Spring Break Holiday!	11	12 Governor's Budget Recommendation	13	14 ISL's due to the state
17 BOT Agenda Items due to MDW for April BOT mtg	18	19 VPFAA Mail out Economic Interest letters	20	21
24 State to send Economic Interest letter to individuals	25	26	27 Senate Approp Hearing	28 Planning Staff Mtg. & Budget Staff Mtg. - FY9 Budget Document BOT mailing for April BOT mtg
31 SIUC Second Mid-Year Budget Reappraisal Period Final Year-End Report to OEIG "Ethics"				

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April 2008

Monday	Tuesday	Wednesday	Thursday	Friday
	1 FY09 Budget Document templates sent to campuses Bondholder Payments Due	2	3	4
7	8	9	10 BOT, Finance, A&D Committee mtgs SIUE FY 09 Operating and Capital Budget Guidelines BOT to act on Tuition and Fee Matter	11 Statement of Economic Interests forms due to Mona Brown, VPFAA
14	15	16	17	18
21	22	23	24	25 2nd Contingency Release Request Date to President
28 FY08 3rd Q Report due from campuses to Tami Carson	29	30		


Closeout begins in May

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May 2008


Monday	Tuesday	Wednesday	Thursday	Friday
			1 Statement of Economic Interests forms due to State	2
5 Planning & Budget Schedules from campuses due to VPFAA	8	7	8	9
12 FY08 3rd Q Report due to Dr. Stucky FY08 Purchase Requisitions due to Purchasing	13	14	15 Telecom Service Request for FY08 funds	16 BOT Agenda Items due to MDW for June BOT mtg
19 Final Review FY09 Operating Budget Document	20	21 Physical Plant General Improvement Request for FY08	22	23 FY09 Operating Budget Mailing
26  Memorial Day	27	28	29	30 BOT mailing for June BOT mtg

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June 2008

Monday	Tuesday	Wednesday	Thursday	Friday
2	3	4	5	6 President's Office President sends out salary increase guidelines BOT mailing for June BOT mtg FY10 RAMP Capital Priorities preliminary list due to VPFAA Deadline for FY10 Operating and Capital RAMP Guidelines, Supporting documentation for salary increases, Utility and library cost increases are due to VPFAA
9	10	11	12 BOT, Finance, A&D Committee mtgs at SIUC •FY09 Salary Increase Matter • FY10 RAMP Guidelines • FY08 3rd Quarter Budget Report • FY09 Temporary Operating Budget (if needed) • FY08 3rd Quarter Investments Report	13 External Audit Survey
16 FY10 RAMP Proforma tables from campuses due to VPFAA BOT Agenda Items due to MDW for Jul BOT mtg	17	18 Presentation/BOT Budget Retreat P-card - Last day to return merchandise for credit	19	20 Load 08 OTS Budgets P-card - Last day to use P-card for FY08 purchases Last day A/P will accept any FY08 invoice vouchers
23 Physical Plant Service Requisitions FY08	24	25	26	27 Load 08 Salary Budgets Last day to increase/decrease FY08 State approp. POs BOT mailing for July BOT mtg
30 Auditor General Program Inventory Report				

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No checks written June 30 - July 4