

**BOARD OF REGENTS BUDGET GUIDELINES**

<u>DATE</u>	<u>BOR BIENNIAL BUDGET DEVELOPMENT</u>	<u>EXECUTIVE PLANNING AND BUDGET DEVELOPMENT</u>	<u>LONG RANGE BUILDING PLAN AND MAJOR MAINTENANCE REQUESTS</u>
<b>2007</b>			
December 14	Draft New Proposals (NP) are due to OCHE (All MUS institutions)		
<b>2008</b>			
January	Draft New Proposals reviewed by BOR during Strategic Planning session.		
February		OBPP distributes EPP materials to agencies	
February 7			Initial meeting with OCHE & campuses to compile the Proposed MUS LRBP Priority list.
February 12			Proposed MUS LRBP Priority list communicated to all campuses.
March 5-7	BOR Budget Committee conducts budget hearings on new proposals. Public testimony is taken at this meeting.		OCHE recommended LRBP Priorities presented and reviewed by BOR Budget Committee. Public testimony is taken at this meeting.
March 5-7	Present law adjustment requests presented to Board of Regents. Board of Regents reviews present law adjustments and new proposals for inclusion in Executive Planning Process request.		
April 20		MBARS submission of EPP request due to OCHE	
April 30		OCHE submits tentative EPP request to OBPP	
May 15		MUS FTE data due to OBPP	
May 28-30	Board of Regents approves PLAs and NPs for inclusion in Executive Planning Process request. First Draft of Budget Plan presented to the BOR.		Board of Regents formal adoption of MUS LRBP Priorities
May - June	.	OBPP meets with OCHE (EPP Conference)	MUS LRBP Priorities are sent to Department of Administration, A & E Division.

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July		OBPP sends approval notices to agencies	
July 10	During strategic planning session, BOR evaluates remaining NP and PLA requests not approved by OBPP for Executive Budget and decides status of unapproved budget items.		
July 20		FYE closing	
July 28		OBPP finalizes fixed cost schedules with provider/managing agencies and finalizes inflation/deflation factors.	
August 7	FY08 Budget Base due to OCHE		
August 15	FY09 Operating budgets are due to OCHE		
August 21		MBARS submission of Executive Budget request due to OCHE	
August 31		OCHE submits consolidated MBARS Executive Budget request to OBPP	
September 5		MUS institutions submit 5% reduction plan to OCHE [17-7-111(2)(f), MCA]	
September 15		OCHE submits consolidated 5% reduction plan to OBPP	
September 24-26	An updated Budget Plan is presented to the Board of Regents. Preliminary tuition estimates are presented and discussed. FY 09 Operating Budgets presented to BOR at the Sept meeting for approval.		BOR Budget Committee Update on LRBP priorities.
November 15		OBPP transmits the Executive Budget, including all Long-Range Planning recommendations and the proposed pay plan schedule, to the LFD.	State of Montana Long Range Building Plan transmitted to Legislative Fiscal Division
November 19-21	Board of Regents finalizes 2011 Biennium Budget Plan. Tuition scenarios based upon levels of state support are developed.		