## Budget Milestones for Maddox Report Items

**Budget Planning**  
Prepared by: University Budget Office

<table>
<thead>
<tr>
<th>Milestone</th>
<th>Tasks</th>
<th>Who is Responsible</th>
<th>Due date</th>
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</table>
| 1 Definition of budget terms | ► Work with leadership on definition issues  
► Start with existing CSU and existing best practices definitions | Lee Lindsey | 5/30/2009 |
| 2 Incorporate detailed expenses into reports and budgets | ► Broad consultation needed  
► Need to settle on categories within existing CMS account and object structure | Lee Lindsey | 8/30/2009 |
| 3 Provide data on one-time funds | ► At year end, post on UBO website and info to UBC | Lee Lindsey | 9/30/2009 |
| 4 Create new and modified reports | ► Update data warehouse  
► Update budget and finance group  
► Keep report formats consistent | Lee Lindsey | 11/30/2009 |
| 5 Charge backs and Policy | ► Create policy for charge-backs  
► Create report on existing charge backs | Lee Lindsey | 11/30/2009 |
| 6 Develop plan for IR office | ► Develop long and short term plans for IR office  
► Time series data, ratios for standard reports | Rollin, VP’s | 8/30/2009  
TBD |
| 7 Diagram funds flow | ► Form an implementation team with auxiliaries | Lee Lindsey | 11/30/2009 |
| 8 Multi-year models | ► IR office coordinates with UBO | IR/UBO | TBD |
| 9 IR Office | ► Benchmarking  
► Assessing efficiencies across units  
► Improve cross-divisional planning | IR  
IR/UBO  
IR/UBO | TBD  
TBD  
TBD |
| 10 Vision and Strategies | ► Articulate vision, pragmatic strategy, make case for investment, contingency planning | Leadership-CIC | 11/30/2009 |
| 11 Develop Budget Communication Plan | ► Work with President and Provost on plan  
► Communication calendar with campus/senate  
► Clarity and consistency of messages | Frank Whitlatch | 8/30/2009 |
| 12 Manage and support data warehouse | | Anna Kircher | 8/30/2009 |
| 13 UBC structure and timelines | ► Decision about whether Provost leads UBC  
► Adjust timelines for UBC | Rollin Richmond  
Rollin and VP’s | 5/30/2009  
5/30/2009 |