

**FINANCE AND BUSINESS SERVICES - KEY DATES CALENDAR 2009**

JANUARY		FEBRUARY		MARCH		APRIL	
1		1		1		1	FBT packs distributed
2		2		2	Financials OMG	2	
3		3	Finance Committee Pre Agenda	3		3	
4		4	Executive retreat	4		4	
5		5	Executive retreat	5		5	
6		6	Executive retreat	6		6	
7		7		7		7	
8		8		8		8	
9		9	Budget Reviews Period 13	9	Finance Committee Pre Agenda	9	Joint HR/F&BS College GM meeting
10		10	Budget Reviews Period 13 Finance College (G7)	10	Finance College (G7) – ½ day workshop	10	FBT vehicle calculations
11		11	Budget Reviews Period 13	11		11	
12		12	Joint HR/F&BS College GM meeting	12	Joint HR/F&BS College GM meeting	12	
13		13	Finance Committee	13		13	Annual Report submission to Minister
14		14		14		14	FBT packs due in Finance College (G7)
15		15		15		15	
16		16		16		16	Business Managers
17		17		17	Finance Committee	17	
18		18		18		18	
19		19	Business Managers	19	Business Managers	19	End of period
20		20	Council retreat	20		20	
21	Monthly BAS due for ATO lodgement	21		21		21	Monthly BAS due for ATO lodgement
22	ABS quarterly return for international income	22	End of period	22	End of period	22	ABS quarterly return for international income Finance Committee Agenda Deadline
23		23	Monthly BAS due for ATO lodgement	23	Monthly BAS due for ATO lodgement	23	
24		24		24		24	
25	End of period	25		25	Finance Forum	25	
26		26	Investment Advisory Committee	26	Audit & Risk Management Committee	26	
27		27		27	AFS completion & sign off Council	27	
28	Finance Committee Agenda Deadline	28		28		28	Finance Committee Pre Agenda
29				29		29	Purchasing/Transport Officers meeting
30				30		30	
31				31	ARC/NHMRC submission FBT year-end		

**FINANCE AND BUSINESS SERVICES - KEY DATES CALENDAR 2009**

MAY		JUNE		JULY		AUGUST	
1		1	Financials OMG	1	Budget Reviews Period 6 Dispatch ANU Insurance Kit	1	
2		2		2		2	
3		3		3		3	
4		4		4		4	
5		5		5		5	Finance Admin Network Group
6	Finance Admin Network Group	6		6		6	
7		7		7		7	
8	Finance Committee	8		8		8	
9		9	Finance College (G7)	9	Joint HR/F&BS College GM meeting	9	End of period
10		10		10	Finance Committee	10	
11		11	Joint HR/F&BS College GM meeting	11		11	Finance College (G7)
12	Finance College (G7)	12		12	End of period	12	
13		13		13		13	Joint HR/F&BS College GM meeting
14	Audit & Risk Management Committee Joint HR/F&BS College GM meeting	14	End of period	14	Finance College (G7)	14	
15		15		15		15	
16		16		16	Audit & Risk Management Committee Business Managers	16	
17	End of period	17	Finance Committee Agenda Deadline	17		17	
18		18	Business Managers	18		18	
19		19		19		19	
20		20		20		20	Business Managers
21	Business Managers FBT return due for lodgement at ATO Monthly BAS due for ATO lodgement	21		21	Monthly BAS due for ATO lodgement	21	Monthly BAS due for ATO lodgement
22		22	Monthly BAS due for ATO lodgement	22	ABS quarterly return for international income Purchasing/Transport Officers meeting	22	
23		23	Finance Committee Pre Agenda	23		23	
24		24	Finance Forum	24	Council	24	
25		25		25		25	
26		26		26		26	Finance Committee Agenda Deadline
27		27		27		27	Investment Advisory Committee
28	Investment Advisory Committee	28		28		28	
29	Council	29	Budget Reviews Period 6	29		29	
30		30	Budget Reviews Period 6 Audited HERDC return submission	30		30	
31				31		31	

**FINANCE AND BUSINESS SERVICES - KEY DATES CALENDAR 2009**

SEPTEMBER		OCTOBER		NOVEMBER		DECEMBER	
1	Finance Committee Pre Agenda	1		1	End of period	1	
2		2		2	No ABN withholding annual report due for ATO lodgement	2	Finance Forum
3		3		3		3	
4		4	End of period	4		4	Council
5		5		5	Council	5	
6	End of period	6		6		6	
7	Financials OMG	7		7		7	Financials OMG
8	Finance College (G7)	8	Joint HR/F&BS College GM meeting	8		8	Finance College (G7)
9		9		9		9	
10	Audit & Risk Management Committee Joint HR/F&BS College GM meeting	10		10	Finance College (G7)	10	Joint HR/F&BS College GM meeting
11	Finance Committee	11		11	Finance Committee Agenda Deadline	11	
12		12		12	Joint HR/F&BS College GM meeting	12	
13		13	Finance College (G7)	13		13	
14		14		14		14	
15		15	Business Managers	15		15	
16		16		16		16	
17	Business Managers	17		17	Finance Committee Pre Agenda	17	
18		18		18		18	Business Managers
19		19		19	Business Managers	19	
20		20		20		20	
21	Monthly BAS due for ATO lodgement	21	Monthly BAS due for ATO lodgement Purchasing/Transport Officers meeting	21		21	
22		22	ABS quarterly return for international income Finance Admin Network Group	22		22	Monthly BAS due for ATO lodgement
23	Finance Forum	23		23	Monthly BAS due for ATO lodgement	23	
24		24		24		24	
25	Council	25		25		25	
26		26	Budget Reviews Period 10	26	Audit & Risk Management Committee Investment Advisory Committee	26	
27		27	Budget Reviews Period 10	27	Finance Committee	27	
28		28	Budget Reviews Period 10	28		28	
29		29		29	End of period	29	
30		30	Insurance Renewal deadline 4pm (ANU) Insurance Renewal deadline 4pm (Willis)	30		30	
		31				31	End of period

**FINANCE AND BUSINESS SERVICES - KEY DATES CALENDAR 2009**