

FISCAL YEAR 2020-21 BUDGET CALENDAR

<u>Date</u>	<u>Event / Task</u>	<u>Owner</u>
OCTOBER - 2020		
Week 1	First Budget Meeting	PIPR/RAP
NOVEMBER - 2020		
Week 1	Preliminary Approval of budget calendar for <i>ensuing fiscal year</i> .	Cabinet
Week 2	Input of program plans and budget requests completed.	Dept Mgrs
Week 3	Board and College Budget Committees development of <i>ensuing fiscal year</i> Budget Calendar	BOT Subcommittee
Week 4	Cost out intersession/spring class schedule	Deans / VPAA
DECEMBER - 2020		
Week 1	Complete review/rank of program plans with budget requests	Dept Mgrs
Week 2	Approval of financial audit of the <i>prior fiscal year that just closed</i> .	Board of Trustees
Week 3	Complete 90% of adjunct salary assignments	Deans
JANUARY - 2021		
Week 1	Governor's Budget Proposal for <i>ensuing fiscal year</i> is released	Governor's Office
Week 2	Cabinet complete review/ranking of program plans	Cabinet
Week 2	Completion of Board of Trustee goals	President & BOT
Week 2	Distribute <i>ensuing fiscal year</i> position control file (Group 1 and 2), all positions, all departments, all funds for permanent and non-permanent staff to Cabinet for review.	VPAS & HR
Week 3	State budget workshop-Sacramento	VPAS
Week 4	Distribute <i>ensuing fiscal year</i> budget line item detail for other expenditures (4/5/6's) for all departments/all funds to Cabinet for review	VPAS
Week 4	Program plan and budgets requests loaded into database	Webmaster
FEBRUARY - 2021		
Week 1	Mid-year review (fund balance projections) of budget to actual expenditures, all funds for <i>current fiscal year budget</i> .	VPAS & Depts
Week 2	Development of Strategic Plan (Budget Guidelines) by the Board of Trustees and Campus Community.	President
Week 3	Begin prioritization process of program plans with budget requests	PIPR/RAP
Week 3	Reconciliation of position control file, (Group 1 and 2), all positions, all departments, all funds due to Director of Human Resources	Cabinet & Dept Mgrs
Week 3	Budget line item detail for other expenditures (4/5/6's) for all departments/all funds to the VP of Administrative Services & Business Services	Cabinet & Dept Mgrs
MARCH - 2021		
Week 1	For the <i>ensuing fiscal year</i> position control file, (Group 1 and 2) projections (Version #1) due to Business Services	VPAS & HR
Week 2	Approval of <i>ensuing fiscal year</i> Budget Guidelines (Strategic Plan)	President's Council
Week 3	Submit prioritized program plans with budget requests to President's Council	PIPR/RAP
Week 4	Revenue and expenditures calculations; general fund only (Exhibit 2, Version #1) due to Cabinet	VPAS
Week 4	Final deadline for changes to the <i>ensuing fiscal year</i> Tentative Budget document due to VP of Administrative Services & Business Services	Cabinet & Dept Mgrs
Week 4	Program plans with budget requests recommendation to President	President's Council
Week 4	Review revenue and expenditure calculations with Board and College Budget Committees	VPAS
APRIL - 2021		
Week 1	Cost out summer/fall class schedule	VPAA/SS & Deans
Week 2	Discussion/Approval of <i>ensuing fiscal year</i> Strategic Plan to Board of Trustees	President
Week 3	Revenue and expenditures calculation; all funds (Exhibit 2, Version #2) due to Cabinet	VPAS
Week 4	Final status of <i>ensuing fiscal year</i> Budget Guidelines to VP of Administrative Services	President
Week 4	Board and College Budget Committee review of Tentative Budget document	VPAS & HR
Week 4	Final revenue and expenditures calculation; all funds (Exhibit 2, Version #3) due to VP Admin. Services	VPAS & HR
MAY - 2021		
Week 2	Governor's May revise with district review	Cabinet & Dept Mgrs
Week 3	Complete Tentative Budget to printer	VPAS
Week 4	Re-review of prioritized program plans with budget requests in light of May revise revenue assumptions and expenditures	PIPR/RAP

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<u>JUNE - 2021: FY22 TENTATIVE BUDGET PHASE</u>		
Week 2	Tentative Budget adopted by Board of Trustees	Board of Trustees
Week 3	Preliminary financial and compliance audit	VPAS & Dept Mgrs
<u>JULY - 2021</u>		
Week 2	Re-review of prioritized program plans with budget requests in light of actual Budget Act revenue assumptions and expenditures	PIPR/RAP
Week 2	Final deadline for the addition of new positions (Group 1 and 2) to the Final Budget. Freeze position file for Final Budget document due to VP of Administrative Services	Cabinet & Dept Mgrs
Week 3	Changes in budget line item detail for other expenditures (4/5/6's) department budgets, all funds due to VP of Administrative Services	Cabinet & Dept Mgrs
<u>AUGUST - 2021: FY21 YEAR END CLOSE PHASE</u>		
Week 1	State budget workshop	VPAS
Week 2	Revise Tentative Budget for Final Budget	VPAS
Week 2	Board Budget Committees review of Final Budget (College Committee does not meet in the summer)	VPAS
Week 2	Categorical year-end close of the <i>current fiscal year</i> .	VPAS
Week 4	Complete Final Budget to printer	VPAS
Week 4	All funds year-end close, of the <i>current fiscal year</i> .	VPAS
<u>SEPTEMBER - 2021: FY22 FINAL/ADOPTED BUDGET PHASE</u>		
Week 2	Review Final Budget with PIPR/RAP	VPAS & PIPR/RAP
Week 2	Database available for input of <i>new fiscal year</i> program plans with or without budget requests.	Business Services
Week 3	Final financial and compliance audit	VPAS & Dept Mgrs
<u>OCTOBER - 2021</u>		
Week 4	Draft Audited <i>prior fiscal year close</i> Financial Statements Review	VPAS
<u>NOVEMBER - 2021: FY23 BUDGET DEVELOPMENT PHASE</u>		
Week 1	Input of program plans and budget requests completed.	Deans & Dept Mgrs
Week 2	Approval of budget calendar <i>next ensuing fiscal year</i> .	Board of Trustees
Week 2	Board and College Budget Committees development of <i>next ensuing</i> Budget Calendar	VPAS
Week 3	Cost out intersession/spring class schedule	VPAA/SS & Deans
<u>DECEMBER - 2021: FY23 PROGRAM REVIEW & RESOURCE ALLOCATION PHASE</u>		
Week 1	Complete review/rank of program plans with budget requests	Dept Mgrs
Week 2	Approval of financial audit for <i>prior fiscal year</i> close.	Board of Trustees
Week 3	Complete 90% of adjunct salary assignments	Deans
<u>JANUARY - 2022: FY23 CABINET REVIEWS RESOURCE PRIORITIES & TENTATIVE APPROVES</u>		
Week 1	Cabinet complete review/ranking of program plans with budget requests.	Cabinet
Week 1	Completion of Board of Trustees goals	President & BOT
Week 2	State budget workshop, Sacramento	VPAS
Week 3	Distribute FY 2020-21 position control file (Group 1 and 2), all positions, all departments, all funds for permanent and non-permanent staff to Cabinet for review.	VPAS & HR
Week 4	Distribute FY 2020-21 budget line item detail for other expenditures (4/5/6's) for all departments/all funds to Cabinet for review	VPAS
Updated:		
11/24/2020	By MJ Renzi	