

**Gavilan Joint Community College District
Budget Planning Calendar for FY 2014 - 2015**

Approved by the Board of Trustees on January 14, 2014

Deadline Date	Event	Responsible Party
January 2014		
January 13	Cabinet complete review/ranking of program plans	Cabinet
January 14	Approval of budget calendar	Board of Trustees
January 14	Approval of financial audit	Board of Trustees
January 14	Completion of Board of Trustee goals	President / Board of Trustees
January 14	Distribute FY 2014-2015 position control file (Group 1 and 2), all positions, all departments, all funds for permanent and non-permanent staff to Cabinet for review.	Director Human Resources
January 17	State budget workshop-Sacramento	Cabinet, Director Business Services
January 21	Distribute FY 2014-2015 budget line item detail for other expenditures (4/5/6's) for all departments/all funds to Cabinet for review	Vice President of Administrative Services and Director Business Services
January 23	Program plan and budgets requests loaded into database	Webmaster
February 2014		
February	Mid-year review of budget to actual expenditures, all funds for FY 2013-2014	Vice President of Administrative Services and Director Business Services
February	Development of Strategic Plan (Budget Guidelines)	President
February 10	Begin assessing the Status of FY 2013-2014 Budget Guidelines (Strategic Plan) and Board goals	Cabinet/President
February	Begin prioritization process of program plans with budget requests	College Budget Committee
February 18	Reconciliation of position control file, (Group 1 and 2), all positions, all departments, all funds due to Director of Human Resources	Cabinet
February 18	Budget line item detail for other expenditures (4/5/6's) for all departments/all funds to the VP of Administrative Services	Cabinet

<u>Deadline Date</u>	<u>Event</u>	<u>Responsible Party</u>
March 2014		
March 4	FY 2014-2015 position control file, (Group 1 and 2) projections (Version #1) due to Director, Business Services	Director Human Resources
March 12	Approval of FY 2014-2015 Budget Guidelines (Strategic Plan)	President's Council
March 12	Submit prioritized program plans with budget requests to President's Council	College Budget Committee
March 17	Revenue and expenditures calculations; general fund only (Exhibit 2, Version #1) due to Cabinet	Director Business Services Director, Human Resources
March 24	Final deadline for changes to the Tentative Budget document due to VP of Administrative Services	Cabinet
March 26	Review revenue and expenditure calculations with Board and College Budget Committees	Director Business Services
March 26	Program plans with budget requests recommendation to President	President's Council
April 2014		
April	Cost out summer/fall class schedule	Vice President of Instructional Services, Vice President of Student Services, and Deans
April 8	FY 2014-2015 Strategic Plan to Board of Trustees	President
April 14	Revenue and expenditures calculation; all funds (Exhibit 2, Version #2) due to Cabinet	Director Business Services and Director Human Resources
April 14	Final status of prior year Budget Guidelines to VP of Administrative Services	President
April 17	Board and College Budget Committee review of Tentative Budget document	Director, Human Resources
April 25	Final revenue and expenditures calculation; all funds (Exhibit 2, Version #3) due to VP Administrative Services	Director Business Services and Director Human Resources
May 2014		
May	Governor's May revise with district review	Cabinet
May 14	Complete Tentative Budget to printer	Vice President of Administrative Services
June 2014		
June 10	Tentative Budget adopted by Board of Trustees	Board of Trustees

<u>Deadline Date</u>	<u>Event</u>	<u>Responsible Party</u>
July 2014		
July	State budget workshop	Cabinet and Director Business Services
July 7	Revise Tentative Budget for Final Budget	Director Business Services and Director Human Resources
July 14	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
July 21	Changes in budget line item detail for other expenditures (4/5/6's) department budgets, all funds due to VP of Administrative Services	Cabinet
July	Preliminary financial and compliance audit	Vice President of Administrative Services, Director Business Services, various program managers, VPs, and Deans
August 2014		
August 5	Board Budget Committees review of Final Budget (College Committee does not meet in the summer)	Director Business Services
August 14	Categorical year-end close, FY 2013-2014	Director, Business Services
August 15	Complete Final Budget to printer	Vice President of Administrative Services
August 29	All funds year-end close, FY 2013-2014	Director, Business Services
September 2014		
September	Review Final Budget with College Budget Committee	Director Business Services
September	Database available for input of FY 2015-16 program plans with or without budget requests.	Staff
September 9	Approve Final Budget FY 2014-15	Board of Trustees
October 2014		
October	Final financial and compliance audit	Vice President of Administrative Services, Director Business Services, various program managers, VPs, and Deans

<u>Deadline Date</u>	<u>Event</u>	<u>Responsible Party</u>
November 2014		
November 3	Input of program plans and budget requests completed.	Staff
November 13	Board and College Budget Committees development of FY 2014-15 budget calendar	Director Business Services
November	Cost out intersession/spring class schedule	Vice President of Instructional Services, Vice President of Student Services, and Deans
December 2014		
December 1	Complete review/rank of program plans with budget requests	Managers, Supervisors, and Deans
December	Complete 90% of adjunct salary assignments	Deans
January 2015		
January 12	Cabinet complete review/ranking of program plans with budget requests.	Cabinet
January 13	Approval of budget calendar	Board of Trustees
January 13	Approval of financial audit	Board of Trustees
January 14	Completion of Board of Trustees goals	President / Board of Trustees
January	State budget workshop, Sacramento	Cabinet
January	Distribute FY 2015-2016 position control file (Group 1 and 2), all positions, all departments, all funds for permanent and non-permanent staff to Cabinet for review.	Director Human Resources
January	Program plan and budgets requests loaded into database	Webmaster
January	Distribute FY 2015-2016 budget line item detail for other expenditures (4/5/6's) for all departments/all funds to Cabinet for review	Vice President of Administrative Services and Director Business Services