

**Gavilan Joint Community College District
Budget Planning Calendar for FY 2015 - 16**

Approved by the Board of Trustees on November 11, 2014

| Deadline Date | Event | Responsible Party |
|----------------------|---|--|
| January 2015 | | |
| January 12 | Cabinet complete review/ranking of program plans | Cabinet |
| January 13 | Approval of budget calendar | Board of Trustees |
| January 13 | Approval of financial audit | Board of Trustees |
| January 13 | Completion of Board of Trustee goals | President / Board of Trustees |
| January 13 | Distribute FY 2015-16 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 16 | State budget workshop-Sacramento | Cabinet, Director Business Services |
| January 21 | Distribute FY 2015-16 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 2015 | | |
| February | Mid-year review of budget to actual expenditures, all funds for FY 2014-15 | Vice President of Administrative Services and Director Business Services |
| February | Development of Strategic Plan (Budget Guidelines) | President |
| February 9 | Begin assessing the Status of FY 2014-15 Budget Guidelines (Strategic Plan) and Board goals | Cabinet/President |
| February | Begin prioritization process of program plans with budget requests | College Budget Committee |
| February 16 | Reconciliation of position control file, (Group 1 and 2), all positions, all departments, all funds due to Director of Human Resources | Cabinet |
| February 16 | 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 2015 | | |
| March 4 | FY 2015-16 position control file, (Group 1 and 2) projections (Version #1) due to Director, Business Services | Director Human Resources |
| March 11 | Approval of FY 2015-16 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 23 | Final deadline for changes to the Tentative Budget document due to VP of Administrative Services | Cabinet |
| March 25 | Program plans with budget requests recommendation to President | President's Council |
| March 26 | Review revenue and expenditure calculations with Board and College Budget Committees | Director Business Services |
| April 2015 | | |
| April | Cost out summer/fall class schedule | Vice President of Instructional Services, Vice President of Student Services, and Deans |
| April 8 | FY 2015-16 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 24 | Final revenue and expenditures calculation; all funds (Exhibit 2, Version #3) due to VP Administrative Services | Director Business Services and Director Human Resources |
| May 2015 | | |
| May | Governor's May revise with district review | Cabinet |
| May 14 | Complete Tentative Budget to printer | Vice President of Administrative Services |
| June 2015 | | |
| June 9 | Tentative Budget adopted by Board of Trustees | Board of Trustees |

| <u>Deadline Date</u> | <u>Event</u> | <u>Responsible Party</u> |
|-----------------------|---|---|
| July 2015 | | |
| 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 13 | 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 20 | 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 2015 | | |
| 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 2014-15 | Director, Business Services |
| August 14 | Complete Final Budget to printer | Vice President of Administrative Services |
| August 28 | All funds year-end close, FY 2014-15 | Director, Business Services |
| September 2015 | | |
| September | Review Final Budget with College Budget Committee | Director Business Services |
| September | Database available for input of FY 2016-17 program plans with or without budget requests. | Staff |
| September 8 | Approve Final Budget FY 2015-16 | Board of Trustees |
| October 2015 | | |
| 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 2015 | | |
| November 3 | Input of program plans and budget requests completed. | Staff |
| November 14 | Board and College Budget Committees development of FY 2015-16 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 2015 | | |
| December 1 | Complete review/rank of program plans with budget requests | Managers, Supervisors, and Deans |
| December | Complete 90% of adjunct salary assignments | Deans |
| January 2016 | | |
| January 11 | Cabinet complete review/ranking of program plans with budget requests. | Cabinet |
| January 12 | Approval of budget calendar | Board of Trustees |
| January 12 | 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 2016-17 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 2016-17 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 |