

## 2009 – 2010 Planning & Budget Development Calendar

Dates	Activity	Responsible
October – December	<ol style="list-style-type: none"> <li>1. Review/Revise Planning Priorities</li> <li>2. Identify Budget Development Assumptions</li> </ol>	Planning & Budgeting Committee (PBC)
Dec 11 <sup>th</sup>	<ol style="list-style-type: none"> <li>1. Last day to submit prioritized program plans for 2010-2011</li> </ol>	Program faculty and managers
January - February	<ol style="list-style-type: none"> <li>1. Determine preliminary revenue estimates</li> <li>2. Determine Highest Priority Action Plans</li> <li>3. Begin Assessment of Key Budget Issues—including the Funding of High Priority Planning Initiatives</li> <li>4. Evaluation of 2009-10 program plan goals/objectives completed by Jan. 31</li> </ol>	Vice President of Administrative Services  PBC  Program faculty and managers
February 26 <sup>th</sup>	<ol style="list-style-type: none"> <li>1. Last day to submit prioritized 2010-2011 unit plan recommendations</li> </ol>	Deans/Directors
March - April	<ol style="list-style-type: none"> <li>1. Determine enrollment targets, sections to be taught, and full-and part-time FTEF</li> <li>2. Vice presidents jointly determine ongoing operational costs including:               <ol style="list-style-type: none"> <li>a. Full-time salaries</li> <li>b. Benefits</li> <li>c. Utilities</li> <li>d. Legal and contract obligations</li> <li>e. GASB</li> </ol> </li> <li>3. Develop Line Item Budgets for Operational Areas</li> </ol>	VP Academic Affairs with Cabinet approval  Vice President of Administrative Services  Cabinet for full-time positions  Vice Presidents
March 31 <sup>st</sup>	<ol style="list-style-type: none"> <li>1. Prioritized 2010-2011 area plan recommendations presented to PBC and Cabinet</li> <li>2. Assess outcomes from prior year funding cycle</li> </ol>	Vice Presidents
April 15 <sup>th</sup>	<ol style="list-style-type: none"> <li>1. Tentative budget information completed for PBC review</li> </ol>	Vice Presidents

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April 15 <sup>th</sup>	<ol style="list-style-type: none"> <li>1. Proposed tentative budget is reviewed for approval</li> <li>2. All planning and budget assumptions are finalized</li> </ol>	<p>PBC</p> <p>Cabinet</p>
May 17 <sup>th</sup>	<ol style="list-style-type: none"> <li>1. President submits tentative budget to Board of Trustees for first reading presentation.</li> <li>2. PBC submits endorsed recommendations for funding requests to the President</li> </ol>	<p>President</p> <p>PBC</p>
June 21 <sup>st</sup>	<ol style="list-style-type: none"> <li>1. Tentative Budget is presented to Board</li> <li>2. Final evaluation of 2009-2010 goals and objectives completed</li> </ol>	<p>President</p> <p>Program faculty and managers</p>
July 1 <sup>st</sup>	Tentative Budget is rolled into active status (purchasing can begin)	Accounting
July/August	Final revenue and expenditure adjustments are made to budget	<p>PBC</p> <p>Cabinet</p>
August 5 <sup>th</sup> and 19 <sup>th</sup>	<ol style="list-style-type: none"> <li>1. Review and discussion of the final budget assumptions by the President with the PBC</li> <li>2. Line item review by PBC</li> </ol>	<p>PBC</p> <p>President</p> <p>Fiscal Services</p>
September 7 <sup>th</sup>	<ol style="list-style-type: none"> <li>1. Final Budget Submitted to Board</li> <li>2. PBC conducts annual evaluation</li> </ol>	<p>President</p> <p>PBC</p>