



**Planning and Budgeting Committee (PBC)**  
**PLANNING and BUDGETING CALENDAR**

<b>Dates</b>	<b>Activities</b>	<b>Responsible</b>
October	1. Review and discuss the status of the 2008 Self-Study Planning Agenda items	1. PBC & Others
<i>October – December</i>	1. <i>Review and revise planning priorities</i> 	1. <i>Program Faculty</i>
<i>December 31<sup>st</sup></i>	1. <i>Submit prioritized Program plans for the next fiscal year</i>	1. <i>Program faculty, staff, and managers</i>
<i>January 31<sup>st</sup></i>	1. <i>Evaluate current fiscal year program plan goals and objectives</i> 	1. <i>Program faculty, staff, and managers</i>
January – February	1. Determine preliminary revenue estimates 2. Begin assessment of key budget issues 3. Identify budget development assumptions	1. Vice President of Administrative Svcs. 2. PBC 3. Cabinet
<i>February 28<sup>th</sup></i>	1. <i>Submit prioritized Unit plans for the next fiscal year</i>	1. <i>Deans/Directors</i>
March	1. Review and discuss the status of the 2008 Self-Study Planning Agenda items	1. PBC
March - April	1. Determine enrollment targets, sections to be taught, and full-and part-time FTEF. 2. Vice presidents jointly determine ongoing operational costs including: a. Full-time salaries b. Benefits, Utilities, GASB c. Legal and contract obligations 3. Develop Line Item Budgets for Operational Areas.	1. VP Academic Affairs with Cabinet approval 2. Vice President of Administrative Services and Cabinet for full-time positions 3. Vice Presidents
<i>March 31<sup>st</sup></i>	1. <i>Prioritized Area plan recommendations for the next fiscal year submitted to PBC and Cabinet.</i>	1. <i>Vice Presidents</i>

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April	1. Tentative budget information completed for PBC review.	1. Vice Presidents
April 15 <sup>th</sup>	1. Proposed tentative budget is reviewed and discussed for recommendation.  2. Initial planning and budget assumptions are finalized.	1. PBC  2. Cabinet
May	1. PBC submits recommended funding request to the President.  2. President submits tentative budget to Board of Trustees for first reading.	1. PBC  2. President
June 20 <sup>th</sup>	1. Tentative Budget is presented to the Board.	1. President
July 1 <sup>st</sup>	1. Tentative Budget is rolled into active status (purchasing can begin).	1. Accounting
<i>July 31<sup>st</sup></i>	<i>1. Final evaluation of current year goals and objectives are entered into plans.</i>	<i>1. Program faculty, staff, and managers</i>
July/August	1. Final revenue and expenditure adjustments are made to budget.	1. PBC and Cabinet
August	1. Review and discussion of the final budget assumptions by the President with the PBC  2. Final Budget line item review with PBC.	1. President and PBC  2. Vice President Administrative Services
September	1. Final Budget submitted to Board.  2. PBC conducts annual evaluation.	1. President  2. PBC