

Planning and Budgeting Committee (PBC)
PLANNING and BUDGETING CALENDAR

Dates	Activities	Responsible
September – November	Review and revise planning priorities. Identify budget development assumptions.	PBC Cabinet
November 15th	Submit Program plans for the next fiscal year.	Program faculty and managers
January - February	Determine preliminary revenue estimates Begin assessment of key budget issues— including the funding of high priority planning initiatives	Vice President of Administrative Services PBC
January 31st	Mid-year evaluation of current fiscal year program/unit/area plan objectives	Program faculty and managers
February 15th	Submit Unit plans for the next fiscal year.	Deans/Directors
March - April	Determine enrollment targets, sections to be taught, and full-and part-time FTEF. Vice presidents jointly determine ongoing operational costs including: <ol style="list-style-type: none"> 1. Full-time salaries 2. Benefits, Utilities, GASB 3. Legal and contract obligations Develop Line Item Budgets for Operational Areas.	VP Academic Affairs with Cabinet approval Vice President of Administrative Services and Cabinet for full-time positions Vice Presidents
March 31st	Vice President submittal of Area plans	Vice Presidents
April	Tentative budget information completed for PBC review.	Vice Presidents

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April – second meeting	<p>Prioritized Area plan recommendations for the next fiscal year presented to PBC and Cabinet.</p> <p>Proposed tentative budget reviewed and discussed for recommendation.</p> <p>Initial planning and budget assumptions finalized.</p>	<p>Vice Presidents</p> <p>PBC</p> <p>Cabinet</p>
May	PBC submits recommended funding request to the President.	PBC
June	Tentative Budget is presented to the Board.	President
July 1st	Tentative Budget is rolled into active status (purchasing can begin).	Accounting
July 31st	Final evaluation of current year objectives entered into plans.	Program faculty, staff, and managers
July/August	Final revenue and expenditure adjustments made to budget.	PBC and Cabinet
August	<p>Review and discussion of the final budget assumptions by the President with the PBC</p> <p>Final Budget line item review with PBC.</p>	<p>President and PBC</p> <p>Vice President Administrative Services</p>
September	<p>Final Budget submitted to Board.</p> <p>PBC conducts annual evaluation.</p>	<p>President</p> <p>PBC</p>