

Planning and Budgeting Calendar

Dates	Activities	Responsible
October – December	1. Review and revise planning priorities.	1. Program Faculty
December 22 nd	1. Submit prioritized Program plans for the next fiscal year.	1. Program faculty, staff, and managers
January - February	1. Determine preliminary revenue estimates 2. Begin assessment of key budget issues 3. Identify budget development assumptions. 4. Evaluation of current fiscal year program plan goals and objectives by January 31 st .	1. Vice President of Administrative Svcs. 2. PBC 3. Cabinet 4. Program faculty, staff, and managers
February 28 th	1. Submit prioritized Unit plans for the next fiscal year.	1. Deans/Directors
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
March 31 st	1. Prioritized Area plan recommendations for the next fiscal year submitted to PBC and Cabinet.	1. Vice Presidents
April	1. Tentative budget information completed for PBC review.	1. Vice Presidents

April 15 th	<ol style="list-style-type: none"> 1. Proposed tentative budget is reviewed and discussed for recommendation. 2. Initial planning and budget assumptions are finalized. 	<ol style="list-style-type: none"> 1. PBC 2. Cabinet
May	<ol style="list-style-type: none"> 1. PBC submits recommended funding request to the President. 2. President submits tentative budget to Board of Trustees for first reading. 	<ol style="list-style-type: none"> 1. PBC 2. President
June 20 th	<ol style="list-style-type: none"> 1. Tentative Budget is presented to the Board. 	<ol style="list-style-type: none"> 1. President
July 1 st	<ol style="list-style-type: none"> 1. Tentative Budget is rolled into active status (purchasing can begin). 	<ol style="list-style-type: none"> 1. Accounting
July	<ol style="list-style-type: none"> 1. Final evaluation of current year goals and objectives are entered into plans. 	<ol style="list-style-type: none"> 1. Program faculty, staff, and managers
July/August	<ol style="list-style-type: none"> 1. Final revenue and expenditure adjustments are made to budget. 	<ol style="list-style-type: none"> 1. PBC and Cabinet
August	<ol style="list-style-type: none"> 1. Review and discussion of the final budget assumptions by the President with the PBC 2. Final Budget line item review with PBC. 	<ol style="list-style-type: none"> 1. President and PBC 2. Vice President Administrative Services
September	<ol style="list-style-type: none"> 1. Final Budget submitted to Board. 2. PBC conducts annual evaluation. 3. Plan Builder training 	<ol style="list-style-type: none"> 1. President 2. PBC 3. Staff Development