



**COMPTON COMMUNITY COLLEGE DISTRICT
ADMINISTRATIVE REGULATIONS**

AR 6200 Budget Calendar

Issued: March 17, 2009
Revised: June 24, 2014
Revised: June 18, 2019

The Chief Executive Officer (CEO) directs that the Budget be prepared in accordance with the following calendar:

Month	Activities	Responsible Party	Purpose
July	Tentative Budget for the starting fiscal year is rolled into active status (purchasing can begin) on July 1.	VP Admin Services	
	Planning and Budget Committee (PBC) reviews revenue and expenditure budget adjustments.	President/CEO	
August	Review and discussion of the <u>final</u> budget assumptions and line items with PBC.	VP Admin Services	
September	Final Budget submitted to Compton Community College District Board.	President/CEO	Communicate back out to departments the results of funding requests.
	Review and discuss the status of Accreditation Recommendations	Accreditation Steering Committee, VP Academic Affairs	Identify areas for focus, additional support (IEPI), and evaluation foci
October	PBC conducts annual self-evaluation, reviews accreditation recommendations relevant to fiscal (e.g., planning agendas), and sets annual goals.	PBC	
October	Four trainings for faculty, staff, and administration to complete the planning documentation for the next fiscal year in Nuventive.	IR Staff	Provide guidance about how to complete plans, and link department, division, and VP plans to Tartar Completion by Design, Institutional Set Standards, and strategic initiatives.
November	Review and revise planning priorities. Departments should meet at least once in-person to develop, revise, and finalize plan for the next academic year. Departments also are encouraged to work with IR staff to finalize measurable goals.	Program faculty, staff, and managers	



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	Two open house/support working meetings. Meet with IR staff to complete your plan in one of the college's computer labs.	IRP staff	Support with entry in Nuventive.
	Assess Program Review cycle to make sure program reviews are being completed in a timely manner.	PBC, IEC	
December	Submit prioritized department/ discipline annual plans, budget, and planning for next fiscal/academic year Due December 14	Program faculty, staff, and managers	Identifies projects/ strategies for next fiscal/academic year and resources needed. Updates about previously funded projects/ strategies/ resources.
January	Determine preliminary revenue estimates for next fiscal/academic year	VP Admin Services	
	Begin assessment of key budget issues for next fiscal/academic year	PBC	
	Identify budget development assumptions for next fiscal year.	President/ CEO and Cabinet	
February	Submit prioritized Unit Annual Plans for next fiscal/academic year Due by January 30	Deans/ Directors	Identifies priorities based upon Department/ Discipline Annual Plans.
March	Determine enrollment targets, sections to be taught, and full-and part-time FTEF.	VP Academic Affairs	
	President/CEO determines ongoing operational costs including: a. Full-time salaries b. Benefits, utilities, GASB (General Accounting Standards Board) Legal and contract obligations	President/ CEO and Cabinet	
	Develop Line Item budgets for next fiscal year.	VP Admin Services	