

BUDGET PREPARATION AND ADOPTION CALENDAR

<u>MONTH</u>	<u>TASK</u>	<u>RESPONSIBLE AREA(S)</u>	<u>ORGANIZER</u>	<u>COMPLETED</u> "X"
SEPTEMBER	Budget Planning Discussion/Meetings.	All Budget Managers	Budget Director	
	Employee Compensation Team holds first meeting.	Employee Compensation Team	Director of Employee Services	
	Deans meet with Program Managers to review course fees.	Deans	Deans	
	Tuition & Fee Task Force meets weekly, as needed, to prepare proposal by last day of October.	Task Force	VP of Admin Svcs	
OCTOBER	Training on budget forms and submission process.	All Budget Managers	Budget Director	
	Develop Early Enrollment Estimates (after 45th day of Fall semester).	Enrollment and Student Services	Dean of Enrollment and Student Services	
	Employee Compensation Team meets.	Employee Compensation Team	Director of Employee Services	
	Deans meet with Program Managers to adjust course fees.	Deans	Deans	
	Tuition & Fee Task Force meets weekly to finalize proposal by the last day of October.	Task Force	VP of Admin Svcs	
	Budget Managers work to build detailed departmental budgets and justify requests.	All Budget Managers	Budget Director	

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NOVEMBER	Budgets are due to Directors/Deans/Chiefs by the last day of November.	All Budget Managers	Directors, Deans and Chiefs	
	Deans meet with CFO to finalize course fees by first Friday in November.	Deans	CFO	
	Employee Compensation Team meets.	Employee Compensation Team	Director of Employee Services	
	Supervisors submit staffing requests for the next fiscal year .	Supervisors	Director of Employee Services	
	Tuition & fee proposal submitted to Executive Team at first meeting in November.	Task Force	VP of Admin Svcs	
	Capital Requests due by last day of November.	Requestors	Director of Facilities	
	Executive Team to start discussing and developing tuition and fee proposal for following Academic Year.	Executive Team	CFO	
DECEMBER	Employee Compensation Team meets.	Employee Compensation Team	Director of Employee Services	
	Directors/Deans/Chiefs review budget requests for appropriateness & ensure all justification is present. Review must be complete and notification email sent to VP prior to last DAY of December.	Directors, Deans and Chiefs	Vice Presidents	
	Executive Team to finalize tuition and fee proposal for Board of Governors by last Friday of December.	Executive Team	President	
	List of capital requests and subsequent costs are compiled and distributed to budget review team by second Friday of December.	Facilities	VP of Admin Svcs	
	List of staffing requests and subsequent costs are compiled.	Employee Services	Director of Employee Services	

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JANUARY	Executive team presented with list of staffing requests at first meeting in January.	Employee Services	Director of Employee Services	
	Vice Presidents review budget requests and meet with their budget managers by last day of January.	Executive Team	Vice Presidents	
	Employee Compensation Team meets as needed to continue to develop and finalize proposal.	Employee Compensation Team	Director of Employee Services	
	Budget review committee meets weekly to review capital requests and prepare a proposal by the last day of January.	Facilities	Director of Facilities	
	Tuition & Fee Proposal to BOG - 1st Reading.	Board of Governors	President	
	Develop the projected credit hours to use for revenue projections	Dean of Student Services	EVP	
	Resolution to allow CFO to submit Annual Expenditure Limitation Report presented to Board of Governors.	Board of Governors	CFO	
	Executive team to review and participate in developing early revenue figures.	Executive Team	CFO	
FEBRUARY	Present Annual Capital Plan to President and Executive Committee at first meeting in February.	Director of Facilities	VP of Admin Svcs	
	Vice Presidents notify Budget Director that budgets are ready no later than the last day of February.	Executive Team	Vice Presidents	
	Employee Compensation Team to submit proposal.	Employee Compensation Team	Director of Employee Services	
	Scenario analysis for payroll & benefit projections begin using estimated benefits costs.	Employee Services	Director of Employee Services	
	Property tax revenue projection calculated.	Business Services	CFO	
	Tuition & Fee Proposal - 2nd Reading and approval.	Board of Governors	President	

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MARCH	New benefits costs from providers received on March 1 and added to compensation projections.	Employee Services	Director of Employee Services	
	Present Annual Capital Plan to Board of Governors.	Facilities	Director of Facilities	
	Executive Team participates in compensation scenarios and makes a decision on the compensation package to present to the Board of Governors for approval in April.	Executive Team	Director of Employee Services	
	Draft budget presented to the Executive Team at second meeting in March.	Executive Team	Budget Director	
	Refine Enrollment Estimates (after 45th day of Spring semester).	Enrollment and Student Services	Dean of Enrollment and Student Services	
	Property tax levy information prepared and presented to Board of Governors at meeting. Board will be asked to decide about Truth in Taxation Hearing at April's meeting.	Business Services	CFO	
	Executive Team to run budget scenarios during the third and fourth meetings of the month.	Business Services	Budget Director	
April	Final beginning fund balance projections for the following FY calculated and entered on draft CCD forms.	Business Services	Budget Director	
	Update all projected revenues, including tuition & fees prior to final proposed budget prepared for presentation to the Board of Governors.	Business Services	CFO	
	Draft CCD forms presented to the Executive Committee during third meeting of the month. Meetings scheduled as needed to continue budget scenarios.	Business Services	Budget Director	
	Draft ELR completed using tentative CCD figures (EL released April 1).	Business Services	CFO	
	Compensation proposal to the Board of Governors.	Employee Services	Director of Employee Services	
	Review of draft budget to ensure alignment with the Strategic Plan by April 15th.	Executive Team and Chief Institutional Planning & Advancement Officer	Executive Vice-President	

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	Board of Governors decides if the College will be holding a Truth in Taxation hearing at the May meeting.	Board of Governors	President	
	Notification in local newspaper for Truth in Taxation Hearing in May, if applicable.	CCO	Director of Communications	

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MAY	Tentative Budget (CCD forms) submitted to Board of Governors for a first reading.	Business Services	CFO	
	Finance, Audit and Budget Committee to review annual budget planning process calendar.	FAB Committee	Budget Director	
	Notification in local newspaper for Budget Hearing in June.	CCO	Director of Communications	
	Truth in Taxation Hearing held, if applicable. Levy must be adopted by June 30.	Business Services	President	
JUNE	Proposed Final Budget (CCD forms) submitted to Board of Governors (no later than June 20).	Board of Governors	President	
	Public Hearing on Budget.	Board of Governors	President	
	Send copy of adopted budget to Property Tax Oversight Commission before July 1.	Business Services	Budget Director	
	Reconcile adopted budget with Colleague data.	Business Services	Budget Director	
	Upload approved CCD forms to Website under Trustee Resources/Fiduciary.	IT	President	
	Tax Levy & Rate Certification to be filed with the County no later than July 10.	Business Services	CFO	

Business Office must finalize self-service budget module by July 15