

Budget Development Schedule – Fiscal Year 2015-16 (Working Document)

October
<ul style="list-style-type: none">• Budget/Forecasting Software Solution RFP issued
November
<ul style="list-style-type: none">• Campus Position Control Budget process begins• Budget/Forecasting Software Solution selected• Budget calendar to Board of Trustees for adoption. Reaffirmation of budget directives from Board of Trustees
December
<ul style="list-style-type: none">• Campus Position Control Budget process continues• Budget/Forecasting Software Solution implementation begins
January
<ul style="list-style-type: none">• Campus Position Control Budget process continues• Budget/Forecasting Software Solution implementation continues• Recommendations for projected funds and tentative distribution to campuses are developed by District Budget Committee for Chancellor’s Cabinet.
February
<ul style="list-style-type: none">• Campus Position Control Budget process finishes• Budget/Forecasting Software Solution Training• Budget/Forecasting Software Solution implementation finishes• Projected funds for fiscal year and tentative distribution to campuses determined at Chancellor’s Cabinet.• Feb 24: Prior and current year line budgets, instruction packet, and due dates are forwarded to Campus Presidents and Chancellor for distribution to responsibility centers.
March
<ul style="list-style-type: none">• Feb 25-Mar 26: Campus budget processes determine priorities and reallocation of funds; responsibility center managers prepare budget forms for submittal to District.• Mar 27: Development Budget reports to establish Preliminary Budget due at District.

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April
<ul style="list-style-type: none">• District Budget Committee reviews Preliminary Budget and develops recommended adjustments, if any, for Chancellor’s Cabinet.• Chancellor’s Cabinet is updated on status of Preliminary Budget. Reviews recommended adjustments as necessary.
May
<ul style="list-style-type: none">• Board is updated on status of budget process and receives Preliminary Budget (no formal action required).
June
<ul style="list-style-type: none">• Tentative Budget is presented to the District Budget Committee and the Board of Trustees.
July
<ul style="list-style-type: none">• Draft of Final Budget discussed at District Budget Committee meeting. Final recommendations, if any, are made from District Budget Committee to Chancellor’s Cabinet.
August
<ul style="list-style-type: none">• Aug 5: Review of Tentative Budget and development of Final Budget. Changes made based on internal discussion, Budget Committee recommendations, and changes in State financial picture.• Aug 19: Draft of Final Budget discussed at Chancellor’s Cabinet.
September
<ul style="list-style-type: none">• Public Hearing and adoption of FY 2015-16 Final Budget by Board of Trustees.