



Fiscal Year 2016-17 Budget Calendar

(Submitted for Board Approved October 8, 2015)

Tentative Date	Item	Responsible
October 2015	Budget calendar to Board of Trustees for adoption. <i>(AP 6200: Each January the Board will adopt a budget development calendar that identifies activities and sets dates for each step in the budget development process.)</i>	Business & Fiscal Services Board of Trustees
December 2015 to January 2016	District office development budget processes continue.	Business & Fiscal Services District Budget Committee
January 14, 2016	Reaffirmation of budget directives from Board of Trustees. <i>(AP 6200: [By] Each February the Board will give direction for budget development to include: 1. Reaffirmation or change in mission; 2. Resource allocation (set level of Reserve for Contingency, Workers' Compensation Reserve, any special project reserve, etc.); 3. Determination of the amount of resources estimated to be available for General Fund expenditure with potential increases or decreases during the budget preparation period; 4. Preliminary establishment of base budget for the District and each site.)</i>	Business & Fiscal Services Board of Trustees
January 2016	Recommendations for projected funds and tentative distribution to campuses are developed by District Budget Committee for Chancellor's Cabinet.	Business & Fiscal Services District Budget Committee
February 2016	Projected funds and assessments for fiscal year, and tentative distribution to campuses determined at Chancellor's Cabinet. <i>(AP 6200: Prior to March 1 information will be provided to Responsibility Center Managers that will include the status of current expenditures, state and county estimates of revenues, site "base budget" allocations, and targets for increases or decreases.)</i>	Business & Fiscal Services Chancellor's Cabinet
February 22, 2016	Prior and current year line budgets, instruction packet, and due dates are forwarded to Campus Presidents and Chancellor for distribution to responsibility centers.	Business & Fiscal Services
February 23, 2016 to March 25, 2016	Campus budget processes determine priorities and reallocation of funds; responsibility center managers prepare budget forms for submittal to District.	College Presidents College VPs Business & Fiscal Services Responsibility Managers
March 28, 2016	Development Budget reports to establish Preliminary Budget due at District.	College Presidents
April 2016	District Budget Committee reviews Preliminary Budget and develops recommended adjustments, if any, for Chancellor's Cabinet.	Business & Fiscal Services District Budget Committee
April 2016	Chancellor's Cabinet is updated on status of Preliminary Budget. Reviews recommended adjustments as necessary.	Business & Fiscal Services Chancellor's Cabinet



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May 26, 2016	Board is updated on status of budget process and receives Preliminary Budget (no formal action required). <i>(AP 6200: Preliminary Budget – a. No later than the May Board meeting the Chief Business Officer will present the Preliminary Budget to the Board. No formal action is required by the Board on the Preliminary Budget. b. Between the time that the Preliminary Budget is developed and the Final Budget is adopted, changes to the budget will be made as additional information is received from the state based on the state budget adoption process.)</i>	Business & Fiscal Services Board of Trustees
June 2016	Tentative Budget is presented to the District Budget Committee and the Board of Trustees. <i>(AP 6200: Tentative Budget – No later than July 1 the Board will adopt a Tentative Budget. This budget will reflect changes made to the Preliminary Budget.)</i>	Business & Fiscal Services District Budget Committee Board of Trustees
July 2016	Draft of Final Budget discussed at District Budget Committee meeting. Final recommendations, if any, are made from District Budget Committee to Chancellor's Cabinet. <i>(AP 6200: Final Budget – Prior to the state-prescribed date, the Board will adopt a final budget for the District that reflects changes made to the Tentative Budget and provides the operational budget base for the District for the fiscal year of adoption.)</i>	Business & Fiscal Services
August 10, 2016	Review of Tentative Budget and development of Final Budget. Changes made based on internal discussion, Budget Committee recommendations, and changes in State financial picture.	Business & Fiscal Services Chancellor's Cabinet
August 24, 2106	Draft of Final Budget discussed at Chancellor's Cabinet.	Business & Fiscal Services Chancellor's Cabinet
September 1, 2016	Board Study session to review Final Budget.	Business & Fiscal Services District Budget Committee Board of Trustees
September 12, 2016	Public Hearing and adoption of FY 2015-16 Final Budget by Board of Trustees. <i>(Budget and Accounting Manual (BAM): Public Hearing and Final Budget Adoption must be completed on or before September 15.)</i>	Business & Fiscal Services Board of Trustees