

**Gavilan Joint Community College District  
Budget Planning Calendar for FY 2016 - 17**

**Approved by the Board of Trustees on November 10, 2015**

<u>Deadline Date</u>	<u>Event</u>	<u>Responsible Party</u>
<b>November 2015</b>		
November 6	Input of program plans and budget requests completed.	Staff
November 10	Approval of budget calendar for 2016-17	Board of Trustees
<b>December 2015</b>		
December 8	Approval of financial audit for 2014-15	Board of Trustees
December 14	Complete review/rank of program plans with budget requests	Managers, Supervisors, and Deans
December 18	Complete 90% of adjunct salary assignments	Deans
<b>January 2016</b>		
January 11	Governor's Budget Proposal for 2016-17 is released	Governor
January 11	Cabinet complete review/ranking of program plans	Cabinet
January 12	Completion of Board of Trustee goals	President / Board of Trustees
January 13	Distribute FY 2016-17 position control file (Group 1 and 2), all positions, all departments, all funds for permanent and non-permanent staff to Cabinet for review.	Director, Human Resources
January	State budget workshop-Sacramento	Cabinet and Director, Business Services
January 25	Distribute FY 2015-16 budget line item detail for other expenditures (4/5/6's) for all departments/all funds to Cabinet for review	Vice President of Administrative Services and Director, Business Services
January 29	Program plan and budgets requests loaded into database	Webmaster
<b>February 2016</b>		
February 4	Mid-year review of budget to actual expenditures, all funds for FY 2015-16	Vice President of Administrative Services and Director, Business Services
February 10	Development of Strategic Plan (Budget Guidelines)	President

<u>Deadline Date</u>	<u>Event</u>	<u>Responsible Party</u>
February 12	Begin prioritization process of program plans with budget requests	College Budget Committee
February 15	Reconciliation of position control file, (Group 1 and 2), all positions, all departments, all funds due to Director of Human Resources	Cabinet
February 15	Budget line item detail for other expenditures (4/5/6's) for all departments/all funds to the VP of Administrative Services	Cabinet

March 2016
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March 7	FY 2016-17 position control file, (Group 1 and 2) projections (Version #1) due to Director, Business Services	Director, Human Resources
March 11	Approval of FY 2016-17 Budget Guidelines (Strategic Plan)	President's Council
March 14	Submit prioritized program plans with budget requests to President's Council	College Budget Committee
March 18	Revenue and expenditures calculations; general fund only (Exhibit 2, Version #1) due to Cabinet	Director, Business Services and Director, Human Resources
March 21	Final deadline for changes to the Tentative Budget document due to VP of Administrative Services	Cabinet
March 23	Program plans with budget requests recommendation to President	President's Council
March 31	Review revenue and expenditure calculations with Board and College Budget Committees	Director, Business Services

April 2016
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April	Cost out summer/fall class schedule	Vice President of Instructional Services, Vice President of Student Services, and Deans
April 8	FY 2016-17 Strategic Plan to Board of Trustees	President
April 13	Revenue and expenditures calculation; all funds (Exhibit 2, Version #2) due to Cabinet	Director, Business Services and Director, Human Resources
April 15	Final status of prior year Budget Guidelines to VP of Administrative Services	President
April 18	Board and College Budget Committee review of Tentative Budget document	Director, Human Resources
April 29	Final revenue and expenditures calculation; all funds (Exhibit 2, Version #3) due to VP Admin. Services	Director, Business Services and Director, Human Resources

<u>Deadline Date</u>	<u>Event</u>	<u>Responsible Party</u>
<b>May 2016</b>		
May	Governor's May revise with district review	Cabinet
May 23	Complete Tentative Budget to printer	Vice President of Administrative Services
May 25	Re-review of prioritized program plans with budget requests in light of May revise revenue assumptions and expenditures	College Budget Committee
<b>June 2016</b>		
June 14	Tentative Budget adopted by Board of Trustees	Board of Trustees
June 20	Preliminary financial and compliance audit	Vice President of Administrative Services, Director, Business Services, various program managers, VPs, and Deans
<b>July 2016</b>		
July	State budget workshop	Cabinet and Director, Business Services
July 12	Revise Tentative Budget for Final Budget	Director, Business Services and Director, Human Resources
July 13	Re-review of prioritized program plans with budget requests in light of actual Budget Act revenue assumptions and expenditures	College Budget Committee
July 18	Final deadline for the addition of new positions (Group 1 and 2) to the Final Budget. Freeze position file for Final Budget document due to VP of Administrative Services	Cabinet
July 25	Changes in budget line item detail for other expenditures (4/5/6's) department budgets, all funds due to VP of Administrative Services	Cabinet
<b>August 2016</b>		
August 10	Board Budget Committees review of Final Budget (College Committee does not meet in the summer)	Director, Business Services
August 15	Categorical year-end close, FY 2015-16	Director, Business Services
August 29	Complete Final Budget to printer	Vice President of Administrative Services

<u>Deadline Date</u>	<u>Event</u>	<u>Responsible Party</u>
August 31	All funds year-end close, FY 2015-16	Director, Business Services
September 2016		
September 7	Review Final Budget with College Budget Committee	Director, Business Services
September 12	Database available for input of FY 2016-17 program plans with or without budget requests.	Staff
September 19	Final financial and compliance audit	Vice President of Administrative Services, Director Business Services, various program managers, VPs, and Deans
October 2016		
October 17	Draft Audited Financial Statements Review	Vice President of Administrative Services, Director Business Services
November 2016		
November 3	Input of program plans and budget requests completed.	Staff
November 8	Board and College Budget Committees development of FY 2016-17 budget calendar	Director, Business Services
November 28	Cost out intersession/spring class schedule	Vice President of Instructional Services, Vice President of Student Services, and Deans
December 2016		
December 2	Complete review/rank of program plans with budget requests	Managers, Supervisors, and Deans
December 13	Approval of financial audit for 2015-16	Board of Trustees
December 16	Complete 90% of adjunct salary assignments	Deans
January 2017		
January 9	Cabinet complete review/ranking of program plans with budget requests.	Cabinet
January 10	Approval of budget calendar	Board of Trustees
January 13	Completion of Board of Trustees goals	President / Board of Trustees
January	State budget workshop, Sacramento	Cabinet
January 20	Distribute FY 2017-18 position control file (Group 1 and 2), all positions, all departments, all funds for permanent and non-permanent staff to Cabinet for review.	Director Human Resources

<u>Deadline Date</u>	<u>Event</u>	<u>Responsible Party</u>
January 30	Distribute FY 2017-18 budget line item detail for other expenditures (4/5/6's) for all departments/all funds to Cabinet for review	Vice President of Administrative Services and Director, Business Services