

**Gavilan Joint Community College District  
Budget Planning Calendar for FY 2017 - 18**

<u>Deadline Date</u>	<u>Event</u>	<u>Responsible Party</u>
November 2016		
November 1	Input of program plans and budget requests completed.	Staff
November 8	Approval of budget calendar for 2017-18	Board of Trustees
December 2016		
December 13	Approval of financial audit for 2015-16	Board of Trustees
December 15	Complete review/rank of program plans with budget requests	Managers, Supervisors, and Deans
December 22	Complete 90% of adjunct salary assignments	Deans
January 2017		
January 9	Governor's Budget Proposal for 2017-18 is released	Governor
January 9	Cabinet complete review/ranking of program plans	Cabinet
January 10	Completion of Board of Trustee goals	President / Board of Trustees
January 16	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 18	State budget workshop-Sacramento	Cabinet and Director, Business Services
January 23	Distribute FY 2016-17 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 31	Program plan and budgets requests loaded into database	Webmaster
February 2017		
February 9	Mid-year review of budget to actual expenditures, all funds for FY 2016-17	Vice President of Administrative Services and Director, Business Services
February 13	Development of Strategic Plan (Budget Guidelines)	President

<u>Deadline Date</u>	<u>Event</u>	<u>Responsible Party</u>
February 14	Begin prioritization process of program plans with budget requests	College Budget Committee
February 16	Reconciliation of position control file, (Group 1 and 2), all positions, all departments, all funds due to Director of Human Resources	Cabinet
February 20	Budget line item detail for other expenditures (4/5/6's) for all departments/all funds to the VP of Administrative Services	Cabinet

March 2017
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March 7	FY 2017-18 position control file, (Group 1 and 2) projections (Version #1) due to Director, Business Services	Director, Human Resources
March 8	Approval of FY 2017-18 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 20	Final deadline for changes to the Tentative Budget document due to VP of Administrative Services	Cabinet
March 22	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 2017
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April	Cost out summer/fall class schedule	Vice President of Instructional Services, Vice President of Student Services, and Deans
April 7	FY 2017-18 Strategic Plan to Board of Trustees	President
April 17	Revenue and expenditures calculation; all funds (Exhibit 2, Version #2) due to Cabinet	Director, Business Services and Director, Human Resources
April 19	Final status of prior year Budget Guidelines to VP of Administrative Services	President
April 24	Board and College Budget Committee review of Tentative Budget document	Director, Human Resources
April 28	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>
May 2017		
May 15	Governor's May revise with district review	Cabinet
May 26	Complete Tentative Budget to printer	Vice President of Administrative Services
May 29	Re-review of prioritized program plans with budget requests in light of May revise revenue assumptions and expenditures	College Budget Committee
June 2017		
June 13	Tentative Budget adopted by Board of Trustees	Board of Trustees
June 30	Preliminary financial and compliance audit	Vice President of Administrative Services, Director, Business Services, various program managers, VPs, and Deans
July 2017		
July 10	Re-review of prioritized program plans with budget requests in light of actual Budget Act revenue assumptions and expenditures	College Budget Committee
July 19	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 27	Changes in budget line item detail for other expenditures (4/5/6's) department budgets, all funds due to VP of Administrative Services	Cabinet
August 2017		
August 1	State budget workshop	Cabinet and Director, Business Services
August 14	Revise Tentative Budget for Final Budget	Director, Business Services
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 2016-17	Director, Business Services

August 28	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 2016-17	Director, Business Services

September 2017
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September 12	Review Final Budget with College Budget Committee	Director, Business Services
September 18	Database available for input of FY 2017-18 program plans with or without budget requests.	Staff
September 22	Final financial and compliance audit	Vice President of Administrative Services, Director Business Services, various program managers, VPs, and Deans

October 2017
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October 31	Draft Audited 2016-17 Financial Statements Review	Vice President of Administrative Services, Director Business Services
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November 2017
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November 6	Input of program plans and budget requests completed.	Staff
November 14	Board and College Budget Committees development of FY 2017-18 budget calendar	Director, Business Services
November 27	Cost out intersession/spring class schedule	Vice President of Instructional Services, Vice President of Student Services, and Deans

December 2017
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December 4	Complete review/rank of program plans with budget requests	Managers, Supervisors, and Deans
December 12	Approval of financial audit for 2016-17	Board of Trustees
December 16	Complete 90% of adjunct salary assignments	Deans

January 2018
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January 5	Cabinet complete review/ranking of program plans with budget requests.	Cabinet
January 9	Approval of budget calendar	Board of Trustees
January 15	Completion of Board of Trustees goals	President / Board of Trustees

January 18	State budget workshop, Sacramento	Cabinet
January 22	Distribute FY 2018-19 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 31	Distribute FY 2018-19 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