

**Gavilan Joint Community College District
Budget Planning Calendar for FY 2019 – 20
DRAFT**

<u>Deadline Date</u>	<u>Event</u>	<u>Responsible Party</u>
October 2018		
October 3	First Budget Meeting	Committee Members
November 2018		
November 2	Input of program plans and budget requests completed.	Staff
November 13	Approval of budget calendar for 2019-20	Board of Trustees
December 2018		
December 10	Approval of financial audit for 2017-18	Board of Trustees
December 13	Complete review/rank of program plans with budget requests	Managers, Supervisors, and Deans
December 28	Complete 90% of adjunct salary assignments	Deans
January 2019		
January 7	Governor's Budget Proposal for 2019-20 is released	Governor
January 7	Cabinet complete review/ranking of program plans	Cabinet
January 8	Completion of Board of Trustee goals	President / Board of Trustees
January 18	Distribute FY 2019-20 position control file (Group 1 and 2), all positions, all departments, all funds for permanent and non-permanent staff to Cabinet for review.	AVP, Human Resources & Labor Relations
January 16	State budget workshop-Sacramento	Cabinet and AVP, Business Services & Security
January 28	Distribute FY 2019-20 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 AVP, Business Services & Security
January 30	Program plan and budgets requests loaded into database	Webmaster
February 2019		
February 7	Mid-year review of budget to actual expenditures, all funds for FY 2018-19	Vice President of Administrative Services and AVP, Business Services & Security
February 11	Development of Strategic Plan (Budget Guidelines)	President

<u>Deadline Date</u>	<u>Event</u>	<u>Responsible Party</u>
February 15	Begin prioritization process of program plans with budget requests	College Budget Committee
February 18	Reconciliation of position control file, (Group 1 and 2), all positions, all departments, all funds due to Director of Human Resources	Cabinet
February 25	Budget line item detail for other expenditures (4/5/6's) for all departments/all funds to the VP of Administrative Services	Cabinet

March 2019

March 4	FY 2019-20 position control file, (Group 1 and 2) projections (Version #1) due to AVP, Business Services & Security	AVP, Human Resources & Labor Relations
March 13	Approval of FY 2019-30 Budget Guidelines (Strategic Plan)	President's Council
March 15	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	AVP, Business Services & Security and AVP, Human Resources & Labor Relations
March 18	Final deadline for changes to the Tentative Budget document due to VP of Administrative Services	Cabinet
March 25	Program plans with budget requests recommendation to President	President's Council
March 29	Review revenue and expenditure calculations with Board and College Budget Committees	AVP, Business Services & Security

April 2019

April 5	Cost out summer/fall class schedule	Vice President of Instructional Services, Vice President of Student Services, and Deans
April 9	FY 2019-20 Strategic Plan to Board of Trustees	President
April 15	Revenue and expenditures calculation; all funds (Exhibit 2, Version #2) due to Cabinet	AVP, Business Services & Security and AVP, Human Resources & Labor Relations
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	AVP, Human Resources & Labor Relations
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<u>Deadline Date</u>	<u>Event</u>	<u>Responsible Party</u>
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April 29	Final revenue and expenditures calculation; all funds (Exhibit 2, Version #3) due to VP Admin. Services	AVP, Business Services & Security and AVP, Human Resources & Labor Relations
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May 2019

May 13	Governor's May revise with district review	Cabinet
May 27	Complete Tentative Budget to printer	Vice President of Administrative Services
May 31	Re-review of prioritized program plans with budget requests in light of May revise revenue assumptions and expenditures	College Budget Committee

June 2019

June 11	Tentative Budget adopted by Board of Trustees	Board of Trustees
June 28	Preliminary financial and compliance audit	Vice President of Administrative Services, AVP, Business Services & Security, various program managers, VPs, and Deans

July 2019

July 12	Re-review of prioritized program plans with budget requests in light of actual Budget Act revenue assumptions and expenditures	College Budget Committee
July 15	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 29	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 2019

August 7	State budget workshop	Cabinet and AVP, Business Services & Security
August 12	Revise Tentative Budget for Final Budget	AVP, Business Services & Security

August 15	Board Budget Committees review of Final Budget (College Committee does not meet in the summer)	AVP, Business Services & Security
<u>Deadline Date</u>	<u>Event</u>	<u>Responsible Party</u>
August 16	Categorical year-end close, FY 2018-19	AVP, Business Services & Security
August 30	Complete Final Budget to printer	Vice President of Administrative Services
August 30	All funds year-end close, FY 2018-19	AVP, Business Services & Security

September 2019

September 12	Review Final Budget with College Budget Committee	AVP, Business Services & Security
September 17	Database available for input of FY 2019-20 program plans with or without budget requests.	Staff
September 23	Final financial and compliance audit	Vice President of Administrative Services, Director Business Services, various program managers, VPs, and Deans

October 2019

October 31	Draft Audited 2018-19 Financial Statements Review	Vice President of Administrative Services, Director Business Services
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November 2019

November 12	Approval of budget calendar for 2020-21	Board of Trustees
November 8	Input of program plans and budget requests completed.	Staff
November 15	Board and College Budget Committees development of FY 2020-21 budget calendar	AVP, Business Services & Security
November 25	Cost out intersession/spring class schedule	Vice President of Instructional Services, Vice President of Student Services, and Deans

December 2019

December 6	Complete review/rank of program plans with budget requests	Managers, Supervisors, and Deans
December 10	Approval of financial audit for 2018-19	Board of Trustees
December 18	Complete 90% of adjunct salary assignments	Deans

<u>Deadline Date</u>	<u>Event</u>	<u>Responsible Party</u>
January 2020		
January 6	Cabinet complete review/ranking of program plans with budget requests.	Cabinet
January 7	Completion of Board of Trustees goals	President / Board of Trustees
January 15	State budget workshop, Sacramento	Cabinet
January 24	Distribute FY 2020-21 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 31	Distribute FY 2020-21 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 AVP, Business Services & Security