

BUDGET CALENDAR

FISCAL YEAR 2023-24 BUDGET CALENDAR		
<u>Date</u>	<u>Event / Task</u>	<u>Owner</u>
<u>JANUARY - 2023</u>		
Week 1	Governor's Budget Proposal for <i>ensuing fiscal year</i> is released	Governor's Office
Week 2	Development of Strategic Plan (Budget Guidelines) by the Board of Trustees and Campus Community.	President & BOT
Week 3	State budget workshop-Sacramento	VPAS
<u>FEBRUARY - 2023</u>		
Week 2	Distribute <i>ensuing fiscal year</i> position control file (Group 1 and 2), all positions, all departments, all funds for permanent and non-permanent staff to deans for review. Due to VPs by Feb 27 th .	VPAS & HR
Week 2	Distribute <i>ensuing fiscal year</i> budget line-item detail for other expenditures (4/5/6's) for all departments/all funds to deans for review. Due to VPs by Feb 27 th .	VPAS
Week 3	Budget line-item detail for other expenditures (4/5/6's) for all departments/all funds to the VP of Administrative Services & Business Services due by mid-April.	Cabinet & Dept Mgr.
<u>MARCH - 2023</u>		
Week 3	For the <i>ensuing fiscal year</i> position control file, (Group 1 and 2) projections (Version #1) due to Business Services.	VPAS & HR
Week 3	March 15 – Classified, Academic and Unrepresented Positions Non-Renewal Notice/Layoff Notice Deadline, If Applicable	HR
Week 4	Review revenue and expenditure calculations with Board and College Budget Committees	VPAS
<u>APRIL - 2023</u>		
Week 1	Cost out summer/fall class schedule	VPAA/SS & Deans
Week 3	Revenue and expenditures calculation; all funds due to Cabinet	VPAS
Week 3	Final deadline for changes to the <i>ensuing fiscal year</i> Tentative Budget document due to VP of Administrative Services & Business Services	Cabinet & Dept Mgr.
Week 4	Final status of <i>ensuing fiscal year</i> Budget Guidelines to VP of Administrative Services	President
Week 4	Final revenue and expenditures calculation; all funds due to VP Admin. Services.	VPAS & HR
<u>MAY - 2023</u>		
Week 2	Governor's May revise with district review	Cabinet & Dept Mgr.
Week 2	Board review of Tentative Budget document	VPAS & HR
Week 3	Complete Tentative Budget to printer	VPAS
Week 4	Re-review of prioritized program plans with budget requests in light of May revise revenue assumptions and expenditures	PIPR/RAP
<u>JUNE - 2023: FY24 TENTATIVE BUDGET PHASE</u>		
Week 2	Tentative Budget adopted by Board of Trustees	Board of Trustees
Week 3	Preliminary financial and compliance audit	VPAS & Dept Mgrs.

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JULY - 2023		
Week 2	Re-review of prioritized program plans with budget requests in light of actual Budget Act revenue assumptions and expenditures	PIPR/RAP
Week 2	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 & Dept Mgr.
Week 3	Changes in budget line-item detail for other expenditures (4/5/6's) department budgets, all funds due to VP of Administrative Services	Cabinet & Dept Mgr.
AUGUST - 2023: FY23 YEAR END CLOSE PHASE		
Week 1	State budget workshop	VPAS
Week 2	Revise Tentative Budget for Final Budget	VPAS
Week 2	Board Budget Committees review of Final Budget (College Committee does not meet in the summer)	VPAS
Week 2	Categorical year-end close of the <i>current fiscal year</i> .	VPAS
Week 4	Complete Final Budget to printer	VPAS
Week 4	All funds year-end close, of the <i>current fiscal year</i> .	VPAS
SEPTEMBER - 2023: FY24 FINAL/ADOPTED BUDGET PHASE		
Week 2	Review Final Budget with PIPR/RAP	VPAS & PIPR/RAP
Week 2	Database available for input of <i>new fiscal year</i> program plans with or without budget requests.	Business Services
OCTOBER - 2023		
Week 4	Draft Audited <i>prior fiscal year close</i> Financial Statements Review	VPAS
NOVEMBER - 2023: FY25 BUDGET DEVELOPMENT PHASE		
Week 1	Input of program plans, and budget requests completed.	Deans & Dept Mgrs.
Week 1	Final financial and compliance audit	VPAS & Dept. Mgrs.
Week 2	Approval of budget calendar <i>next ensuing fiscal year</i> .	Board of Trustees
Week 2	Board and College Budget Committees development of <i>next ensuing</i> Budget Calendar	VPAS
Week 3	Cost out intersession/spring class schedule	VPAA/SS & Deans
DECEMBER - 2023: FY25 PROGRAM REVIEW & RESOURCE ALLOCATION PHASE		
Week 1	Complete review/rank of program plans with budget requests	Dept Mgrs.
Week 2	Approval of financial audit for <i>prior fiscal year</i> close.	Board of Trustees
Week 2	Draft Audited prior fiscal year close Financial Statements Review	VPAS
Week 3	Complete 90% of adjunct salary assignments	Deans
JANUARY - 2024: FY25 CABINET REVIEWS RESOURCE PRIORITIES & TENTATIVE APPROVES		
Week 1	Cabinet complete review/ranking of program plans with budget requests.	Cabinet

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Week 1	Completion of Board of Trustees goals	President & BOT
Week 2	State budget workshop, Sacramento	VPAS
Week 3	Distribute FY2023-24 position control file (Group 1 and 2), all positions, all departments, all funds for permanent and non-permanent staff to Cabinet for review.	VPAS & HR
Week 4	Distribute FY2023-24 budget line-item detail for other expenditures (4/5/6's) for all departments/all funds to Cabinet for review	VPAS