Budget Preparation Calendar

The annual budget is a careful and prudent plan detailing anticipated receipt and expenditure of funds. Precision is required in the initial budget planning in order to minimize the need for major changes throughout budget development and operation. The following timeline, in adherence to Education Code §70901 and Title 5 §58301, is exercised in the development and management of the budget.

October/November

The final Adoption Budget is filed with the County Superintendent of Schools (Office of Education) and with the California Community Colleges State Chancellor's Office

Annual Financial and Budget Report -California Community College Chancellor's Office Fiscal Services (CCFS 311) is filed with the State System Office

District submits CCFS 320 Recalculation Enrollment Report (if applicable)

Districtwide ~~e~~Educational ~~p~~Planning and Full-Time Faculty Planning meeting is conducted

Colleges prepare recommended Student-Centered Funding Formula (SCFF) projections for the following year

December

Chancellor's Cabinet reviews and discusses state revenue collections and ~~FTES~~ college's SCFF targets

January~~/February/-~~March

Governor's Budget is released setting the preliminary revenue targets

Chancellor's Cabinet reviews state revenue collections, apportionment reports and enrollment data

~~Cabinet reaches agreement on any mid-year shifting of FTES between sites~~

Chancellor's Cabinet ~~reaches agreement on~~ approves college SCFF and nonresident Full-Time Equivalent Students (FTES) targets for the Tentative Budget

First Principal Apportionment and prior year Apportionment Recalculation reports are issued by the State ~~System~~ Chancellor's Office

District develops preliminary revenue projections based on tentative budget ~~FTES~~ SCFF targets, known and assumed changes in other revenue or cost variables, and provides colleges with their estimated budget allocation and personnel costs

Tentative budget revenue and expenditure assumptions are updated and reviewed with location Business Officers, Chancellor's Advisory Team (CAT), Cabinet and District Governance Council (DGC)

April~~/May/~~ June

Budget Forums are conducted at all District locations

District submits CCFS 320 P2 (Second Period) Enrollment Report

Chancellor's Cabinet reviews ~~FTES~~ SCFF projections and revises as necessary ~~all growth targets~~

Governing Board holds public study session on Budget

Colleges and District provide completed budget template to the District to start compilation of the Tentative Budget

Governor's May Revision update is presented

Chancellor's Cabinet, Faculty Senate Coordinating Council (FSCC) and DGC review the Tentative Budget

The Tentative Budget is submitted to Governing Board for approval

All locations develop preliminary operational adoption budgets

July

Final adoption budget assumptions are updated based upon the adopted State Budget and reviewed with location Business Officers, CAT, Cabinet and DGC

Advance Apportionment received from State Chancellor's Office

District submits CCFS 320 P3 (Annual) Enrollment Report

District finalizes Adoption Budget assumptions and incorporates into college budget templates

Chancellor's Cabinet reviews deficit factors and stability options for Adoption Budget

August

Colleges and District provide completed budget template to the District to start compilation of the Adoption Budget

Calculations are completed for the prior year to determine fund balances and carryover funds

Chancellor's Cabinet reviews stability options for Adoption Budget

District compiles the Adoption Budget

September

Newspaper publications are notified of the availability of the Adoption Budget and appropriations (Gann) limit

Adoption Budget and Appropriations Limit are made available for public inspection

Governing Board conducts a public hearing for the Adoption Budget and considers approval of the budget and appropriations (Gann) limit presented

~~**October**~~

~~The finalized Adoption Budget is filed with the County Superintendent of Schools (Office of Education) and with the California Community Colleges State Chancellor's Office~~

~~Annual Financial and Budget Report (CCFS 311) is filed with the State System Office~~

Throughout the year

The Governing Board approves budget transfers and budget adjustments per Board Policy 5031

Adopted 11/19/90

Revised 8/15/00, 2/11/14, 6/6/17, 00/00/26

Related Board Policies:
Board Policies 5031, 5033

Related Procedures:

Business Procedure 18.01