

Date

Event / Task

FISCAL YEAR 2020-21 BUDGET CALENDAR

Date	Event / Task	Owner
JUNE - 2021: FY22 TENTATIVE BUDGET PHASE		
Week 2	Tentative Budget adopted by Board of Trustees	Board of Trustees
Week 3	Preliminary financial and compliance audit	VPAS & Dept Mgrs
JULY - 2021		
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 Mgrs
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 Mgrs
AUGUST - 2021: FY21 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 current fiscal year.	VPAS
Week 4	Complete Final Budget to printer	VPAS
Week 4	All funds year-end close, of the current fiscal year.	VPAS
SEPTEMBER - 2021: FY22 FINAL/ADOPTED BUDGET PHASE		
Week 2	Review Final Budget with PIPR/RAP	VPAS & PIPR/RAP
Week 2	Database available for input of new fiscal year program plans with or without budget requests.	Business Services
Week 3	Final financial and compliance audit	VPAS & Dept Mgrs
OCTOBER - 2021		
Week 4	Draft Audited prior fiscal year close Financial Statements Review	VPAS
NOVEMBER - 2021: FY23 BUDGET DEVELOPMENT PHASE		
Week 1	Input of program plans and budget requests completed.	Deans & Dept Mgrs
Week 2	Approval of budget calendar next ensuing fiscal year.	Board of Trustees
Week 2	Board and College Budget Committees development of next ensuing Budget Calendar	VPAS
Week 3	Cost out intersession/spring class schedule	VPAA/SS & Deans
DECEMBER - 2021: FY23 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 prior fiscal year close.	Board of Trustees
Week 3	Complete 90% of adjunct salary assignments	Deans
JANUARY - 2022: FY23 CABINET REVIEWS RESOURCE PRIORITIES & TENTATIVE APPROVES		
Week 1	Cabinet complete review/ranking of program plans with budget requests.	Cabinet
Week 1	Completion of Board of Trustees goals	President & BOT
Week 2	State budget workshop, Sacramento	VPAS
Week 3	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.	VPAS & HR
Week 4	Distribute FY 2020-21 budget line item detail for other expenditures (4/5/6's) for all departments/all funds to Cabinet for review	VPAS
Updated:		
11/24/2020	By MJ Renzi	