

**Gavilan Joint Community College District
Budget Planning Calendar for FY 2018 - 19**

<u>Deadline Date</u>	<u>Event</u>	<u>Responsible Party</u>
November 2017		
November 1	Input of program plans and budget requests completed.	Staff
November 14	Approval of budget calendar for 2018-19	Board of Trustees
December 2017		
December 12	Approval of financial audit for 2016-17	Board of Trustees
December 15	Complete review/rank of program plans with budget requests	Managers, Supervisors, and Deans
December 29	Complete 90% of adjunct salary assignments	Deans
January 2018		
January 8	Governor's Budget Proposal for 2018-19 is released	Governor
January 8	Cabinet complete review/ranking of program plans	Cabinet
January 9	Completion of Board of Trustee goals	President / Board of Trustees
January 19	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.	AVP, Human Resources & Labor Relations
January 17	State budget workshop-Sacramento	Cabinet and AVP, Business Services & Security
January 27	Distribute FY 2018-19 budget line item detail for other expenditures (4/5/6's) for all departments/all funds to	expenditures (o14(226.726.192)6

<u>Deadline Date</u>	<u>Event</u>	<u>Responsible Party</u>
February 16	Begin prioritization process of program plans with budget requests	College Budget Committee
February 19	Reconciliation of position control file, (Group 1 and 2), all positions, all departments, all funds due to Director of Human Resources	Cabinet
February 23	Budget line item detail for other expenditures (4/5/6's) for all departments/all funds to the VP of Administrative Services	Cabinet
March 2018		
March 5	FY 2018-19 position control file, (Group 1 and 2) projections (Version #1) due to AVP, Business Services & Security	AVP, Human Resources & Labor Relations
March 14	Approval of FY 2018-19 Budget Guidelines (Strategic Plan)	President's Council
March 16	Submit prioritized program plans with budget requests to President's Council	College Budget Committee
March 19	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 19	Final deadline for changes to the Tentative Budget document due to VP of Administrative Services	Cabinet
March 26	Program plans with budget requests recommendation to President	President's Council
March 30	Review revenue and expenditure calculations with Board and College Budget Committees	AVP, Business Services & Security's Council

<u>Deadline Date</u>	<u>Event</u>	<u>Responsible Party</u>
April 30	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

May 2018

May 14	Governor's May revise with district review	Cabinet
May 28	Complete Tentative Budget to printer	Vice President of Administrative Services
May 30	Re-review of prioritized program plans with budget requests in light of May revise revenue assumptions and expenditures	College Budget Committee

June 2018

June 12	Tentative Budget adopted by Board of Trustees	Board of Trustees
June 29	Preliminary c(gx-1.1479 T58 TD-.00051)-.8(mp)6.3(tions)JfJTf48 5cive JTfns .00udjTf9.4(e3 calculatio.4(et adopted	

<u>Deadline Date</u>	<u>Event</u>	<u>Responsible Party</u>
August 17	Categorical year-end close, FY 2017-18	AVP, Business Services & Security
August 31	Complete Final Budget to prin	

<u>Deadline Date</u>	<u>Event</u>	<u>Responsible Party</u>
January 2019		
January 7	Cabinet complete review/ranking of program plans with budget requests.	Cabinet
January 8	Completion of Board of Trustees goals	President / Board of Trustees
January 16	State budget workshop, Sacramento	Cabinet
January 25	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.	Director Human Resources
January 31	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