

DRAFT
 2006-2007 BUDGET PLANNING CALENDAR
 KEY ACTIVITIES

	KEY TASKS	DATE
	<p>The Strategic Plan is reviewed by departments. Develop budgetary requirements, funding strategies and submit.</p> <p>Review Summerfest and set budget.</p>	<p>August through September 2005</p>
	<p>Theatre, Dance and Music Departments meet with Smith Center staff to submit request for Smith Center Presents. Ascertain funding requirements. Request grants and look for a season sponsor.</p> <p>Review First Quarter Report with College Council. Review Strategic Plan with the College Council</p> <p>Present First Quarter Report to the Board of Trustees.</p> <p>Review 75/25 requirements and ascertain number of faculty hires.</p> <p>Send to Faculty Senate for prioritization.</p>	<p>November 2005</p>
	<p>College Wide Strategic Plan to Board of Trustees for final approval</p> <p>Begin the development stage for the budget surveys that will get campus wide in put into how we develop the budget including planning strategies for capital replacement and a technology plan.</p> <p>Begin the Multi-Year Technology Strategic Plan (to be completed in May).</p> <p>Review Budget Calendar</p>	<p>December 2005</p>
	<p>Take the audit to the Board of Trustees and any related policy changes.</p>	<p>January 2006</p>

	KEY TASKS	DATE
	<p>Review the impact of the Governor’s budget and develop 2006-07 budget assumptions.</p> <p>Review the impacts of the Governor’s budget as well as the Strategic Plan and enrollment with the Presidents staff, College Council and the Board of Trustees.</p> <p>Present the Program Reviews to the Board of Trustees.</p> <p>Ascertain the impact of GASB 45 pronouncement and develop a timeline for implementation</p>	
	<p>Review Second Quarter Financials (311Q) with the Presidents Staff and the College Council.</p> <p>Review the Second Quarter 311 Q with the Board of Trustees</p> <p>Through Asset Management and The Foundation, begin to develop a capital needs base line list for fund raising.</p> <p>Determine effects of the 16 week calendar, enrollment, utility costs, and faculty hires from the faculty senate recommendation.</p> <p>Review the budget development calendar with President’s Staff and College Council.</p> <p>Review the budget development calendar with the Board of Trustees.</p>	February 2006
	<p>Send out staffing worksheets for update and discussion for all funds.</p> <p>Finalize the budget surveys .</p> <p>Analyze the out come of the survey and incorporate into the budget planning.</p>	March 2006

	KEY TASKS	DATE
	<p>Prepare the budget worksheets and any other document as deemed necessary by the survey and distribute as determined. (return to Bus Ser by mid April)</p> <p>Develop a campus wide process in consultation with college council to determine capital needs that are not addressed by the bond including:</p> <ul style="list-style-type: none"> • Classroom • Instructional needs • Office • Safety • Technology-equipment replacement • Vehicles • Facilities equipment • Emergency <p>Review with Grant and Categorical Managers where they are with current year spending.</p> <p>Review overall cash flow and ascertain TRANS requirements.</p> <p>Review Budget Planning Calendar and Budget Assumptions with the Board of Trustees.</p>	
	<p>Receive the budget documents back from the campus and begin to develop the Tentative Budget.</p> <p>Bus Services will review the results of activity to-date of the Restricted and Endowed Funds of the Foundation.</p> <p>The results of the Technology Strategic Plan presented to staff and College Council.</p> <p>If deemed necessary, present the TRANS agreements to the Board of Trustees for approval.</p> <p>Develop funding grid to document the financial contributions to college goals.</p> <p>Faculty and staff develop auxiliary funding requests consistent with the College Wide Strategic Plan.</p>	<p>April 2006</p>

	KEY TASKS	DATE
	First year recommendations analyzed for inclusion in the Tentative Budget.	
	<p>Present the Strategic Technology Plan to the Board of Trustees.</p> <p>Auxiliary fund request presented to the Foundation Board for approval for the 2006-07 fiscal year.</p> <p>Auxiliary fund request presented to ASOC for approval.</p> <p>Tentative Budget is presented to the Presidents Staff and to the College Council.</p> <p>Third Quarter 311Q presented to the Presidents Staff, the College Council and the Board of Trustees.</p> <p>Receive the May revise from the Governor and incorporate into the Tentative Budget prior to Board approval</p>	May 2006
	Board of Trustees approves the Tentative Budget.	June 11 2006
	<p>The District staff will close the books.</p> <p>Prepare and submit the fourth quarter 311Q</p> <p>Prepare and submit final 311</p> <p>Present the results of the year-end close and any state budget updates at the College Council Retreat in August.</p>	July and August 2006
	Prepare Final Budget from results of the Year-end-close and any new information available.	September 2006
	<p>Present the 2006-07 Final Budget Workshop to the Board of Trustees at a special Board meeting.</p> <p>Distribute the 2006-07 Final Budget Management Summary.</p>	9/06/06

	KEY TASKS	DATE
	The Board of Trustees at its regular meeting holds the Public Hearing for the Final Budget and adopts the budget. Distribute the 2006-07 Final Budget activity center detail budget reports.	9/13/06

Throughout the 2006-07 budget planning process, the president and vice president of Business Services will periodically update the **Board of Trustees** about the State Budget process as well as the College Council.

The Business Office advises that this working Budget Planning Calendar is subject to modification as activities occur and/or require revision.

Board of Trustees involvement is in bold type.

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	FOUNDATION ENDOWMENTS	
	Auxiliary funding sources from the Foundation Larry Weiner Hyman Trust for Technology Lam Endowment NUMMI Endowment	As noted in April and May