

DRAFT
2007-2008 BUDGET PLANNING CALENDAR
KEY ACTIVITIES

	KEY TASKS	DATE
	<p>Take the audit to the Board of Trustees.</p> <p>Review the impact of the Governor's budget with the Board of Trustees Audit, Finance and Facilities Subcommittee.</p> <p>Develop 2007-08 budget assumptions.</p>	<p>January 2007</p>
	<p>College Council to finalize one time funding distribution process</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>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 prior to the February 15th deadline.</p> <p>Review the budget development calendar and campus involvement with President's Staff and College Council.</p> <p>Review the budget development calendar with the Presidents Staff, College Council and Board of Trustees Audit, Finance and Facilities Subcommittee.</p> <p>Send out staffing worksheets for update</p> <p>Send out budget worksheets</p>	<p>February 2007</p>

KEY TASKS	DATE
<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 the Budget Calendar with the Board of Trustees for approval by the March 15th deadline</p>	<p>March 2007</p>
<p>Review 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>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 strategic plan.</p> <p>Faculty and staff develop auxiliary funding requests consistent with the College Wide Strategic Plan.</p> <p>First year technology recommendations analyzed for inclusion in the Tentative Budget.</p>	<p>April 2007</p>
<p>Auxiliary fund requests are presented to the Foundation Board for approval for the 2007-2008 fiscal year.</p> <p>Auxiliary fund requests 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,</p>	<p>May 2007</p>

	KEY TASKS	DATE
	the College Council and the Board of Trustees . Review the May revise from the Governor, consider the impact prior to the presentation of the Tentative Budget.	
	Board of Trustees approves the Tentative Budget.	June 13 2007
	The District staff will close the books. Prepare and submit the fourth quarter 311Q Present the results of the year-end close and any state budget updates at the College Council Retreat in August.	July and August 2007
	Prepare Final Budget from results of the Year-end-close and any new information available. Present Final Budget to College Council Prepare and submit final 311	September 2007
	Present the 2006-07 Final Budget Workshop to the Board of Trustees , hold the Public Hearing for the Final Budget and adopts the budget.	9/12/07

Throughout the 2007-2008 budget planning process, the president and vice president of Business Services will periodically update the **Board of Trustees**, as well as the College Council about the State Budget process.

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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