

DRAFT  
2008-2009 BUDGET PLANNING CALENDAR  
KEY ACTIVITIES

KEY TASKS	DATE
<p>Take the audit to the Board of Trustees.</p> <p>College Council will review the activity on the strategic goals and update the 5 year plan.</p> <p>Review the impact of the Governor's budget with the <b>Board of Trustees Finance and Facilities Subcommittee.</b></p> <p>Begin the development of the 2008-09 budget assumptions.</p>	<p>January 2008</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 <b>Board of Trustees.</b></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 <b>Board of Trustees</b> prior to the February 15<sup>th</sup> deadline.</p> <p>Review the budget development calendar and campus involvement with President's Staff and College Council, management group (DDAS), and with the <b>Board of Trustees Finance and Facilities Subcommittee.</b></p> <p>Distribute staffing worksheets for updating.</p> <p>Distribute budget worksheets for updating.</p>	<p>February 2008</p>
<p>Review with Grant and Categorical Managers status of current year spending.</p> <p>Review overall cash flow and ascertain TRANS requirements.</p> <p>Review the Budget Calendar with the <b>Board of Trustees</b> for approval by the March 31<sup>st</sup> deadline.</p>	<p>March 2008</p>

KEY TASKS	DATE
<p>Complete budget assumptions for 2008-09 and develop preliminary scenarios.</p>	
<p>Receive the budget documents 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 <b>Subcommittee and the Board of Trustees for approval.</b></p> <p>College committees report to council. Input analyzed for budget impact.</p> <p>Integrate the approved recommendations from Faculty Senate on faculty positions.</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 2008</p>
<p>Auxiliary fund requests are presented to the Foundation Board for approval for the 2008-09 fiscal year.</p> <p>Auxiliary fund requests presented to ASOC for approval.</p> <p>Program Service Reviews due to VP of Academic Affairs/Deputy Superintendant for presentation to the Board of Trustees. These funding requests will be due to College Council for prioritization in the Fall of 08. The approved funding levels will be allocated as part of the 08-09 Second Quarter 311Q.</p> <p>Tentative Budget, including assumptions, is presented to the President's Staff and to the College Council.</p> <p>Third Quarter 311Q presented to the President's</p>	<p>May 2008</p>

KEY TASKS	DATE
<p>Staff, the College Council and the <b>Board of Trustees</b>.</p> <p>Budget Assumptions and Tentative budget presented to <b>Board of Trustees Finance and Facilities Subcommittee</b>.</p> <p>Review the May Revise from the Governor; consider the impact prior to the presentation of the Tentative Budget to the <b>Board of Trustees</b>.</p> <p>Review GASB 45 funding options and implementation timeline.</p>	
<p><b>Board of Trustees</b> approves the Tentative Budget.</p>	<p>June 13 2008</p>
<p>The District staff will close the books.</p> <p>Prepare and submit the fourth quarter 311Q</p> <p>Present the results of the year-end close and any state budget updates at the College Council Retreat in August.</p>	<p>July and August 2008</p>
<p>Prepare Final Budget from results of the year-end-close and any new information available.</p> <p>Present Final Budget to College Council and the <b>Board of Trustees' Finance and Facilities Subcommittee</b>.</p> <p>Prepare and submit final 311.</p>	<p>September 2008</p>
<p>Present the <i>2008-09 Final Budget Workshop</i> to the <b>Board of Trustees</b>; hold the Public Hearing for the Final Budget and adopt the budget.</p>	<p>9/10/08</p>

Throughout the 2008-2009 budget planning process, the President and Vice President of Administrative Services will periodically update the **Subcommittee and the Board of Trustees**, as well as the College Council, about the State Budget process.

*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.**

	KEY TASKS	DATE
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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