

2009-2010 BUDGET PLANNING CALENDAR

	KEY TASKS	DATE
	<p>Annual audit reviewed with the Board of Trustees</p> <p>State budget update provided to College Council and Board of Trustees</p> <p>Regularly report College budget status to College Council</p> <p>College Council will review the activity on the strategic goals and update the 5 year Strategic Plan</p>	<p>January 2009</p>
	<p>State budget update provided to College Council and Board of Trustees</p> <p>Regularly report College budget status to College Council</p> <p>If deemed necessary, present the TRANS agreements to the Board of Trustees for approval</p> <p>Integrate into Tentative Budget approved recommendations on faculty positions from Faculty Senate, if finances permit</p> <p>Review first year PIO's for staffing, technology, facilities and other discretionary expenses for potential inclusion in the Tentative Budget</p>	<p>April 2009</p>
	<p>State budget update provided to College Council and Board of Trustees</p> <p>Regularly report College budget status to College Council</p> <p>Auxiliary fund requests presented to ASOC for approval</p>	<p>May 2009</p>

	KEY TASKS	DATE
	<p>Tentative Budget, including assumptions, 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>Review the May Revise from the Governor; consider and assess impacts prior to the presentation of the Tentative Budget to the Board of Trustees</p>	
	<p>Board of Trustees approves the Tentative Budget</p> <p>State budget update provided to College Council and Board of Trustees</p> <p>Regularly report College budget status to College Council</p>	<p>June 2009</p>
	<p>The District staff will close the books</p> <p>State budget update provided to College Council and Board of Trustees</p> <p>Regularly report College budget status to College Council</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 2009</p>
	<p>Prepare Final Budget from results of the year-end close and include any new information available</p> <p>State budget update provided to College Council and Board of Trustees</p> <p>Regularly report College budget status to College Council</p> <p>Present Final Budget to College Council</p>	<p>September 2009</p>

	KEY TASKS	DATE
	Prepare and submit final 311 to the State Present the 2009-10 Final Budget workshop to the Board of Trustees ; hold the public hearing for the Final Budget and adopt the budget	

Throughout the 2009-2010 budget planning process, the President and Vice President of Administrative Services will periodically update 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.

Note: Board of Trustees involvement is in bold type