

**2011-12 BUDGET PLANNING CALENDAR
KEY ACTIVITIES**

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<p>Take the audit to the Board of Trustees</p> <p>State budget update to College Council and Board of Trustees</p> <p>Budget Committee will review the budget revenue assumptions</p> <p>College Council will review the activity on the strategic goals and update the 5 year Strategic Plan</p> <p>Prepare Second Quarter Financials (311Q) and review with the Presidents Staff</p>	<p>January 2011</p>
<p>Complete program reviews and program improvement objectives (PIO's)</p> <p>State budget update to College Council and Board of Trustees</p> <p>Review impacts of the Governor's January budget, the Strategic Plan and enrollment targets with the Presidents staff, College Council and the Board of Trustees</p> <p>Take the Second Quarter 311 Q to the Board of Trustees prior to the February 15th deadline</p> <p>Regularly report to College Council</p> <p>Meet with DDAS on budget progress</p> <p>Hold campus wide budget forums as needed</p>	<p>February 2011</p>
<p>Departments will prioritize PIO's to send forward to Deans and Directors to determine which ones can potentially be funded from existing budget versus which ones have to be sent on</p> <p>Send out staffing worksheets for update by budget managers</p> <p>Send out budget worksheets to budget managers</p> <p>Begin meeting with individual managers to review line item budgets</p>	<p>March 2011</p>

KEY ACTIVITIES	DATE
<p>Budget managers address any budget movement to support department PIO's and the PIO's that have one-time expenditures that cannot be funded through existing budget may begin the request process for Foundation mini grants</p> <p>Begin the development of the 2011-12 expenditure budget assumptions</p> <p>Review the budget development calendar and campus activities with President's Staff and College Council</p> <p>State budget update to College Council and Board of Trustees</p> <p>Regularly Report to College Council</p> <p>Review status of current year spending with grant and categorical managers</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 31th deadline</p> <p>Prepare budget assumptions for 2011-12 and develop preliminary scenarios</p> <p>Complete meetings with individual budget managers</p> <p>VP's to integrate the PIO lists to come up with top 50</p>	<p>March 2011</p>
<p>PIO Committee reviews and prioritizes the top 50 down to the top 20</p> <p>State budget update to College Council and Board of Trustees</p> <p>Regularly report to College Council</p> <p>If deemed necessary, present the TRANS agreements to the Board of Trustees for approval</p> <p>Top 20 PIOs go to the RAT for viability and cost, to the Facilities Committee and Technology Committee for usage, and to the Faculty Senate for faculty positions as determined by PIO prioritization and Full Time Faculty Obligation Number (FON)</p> <p>Integrate the approved recommendations from Faculty Senate on</p>	<p>April 2011</p>

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<p>faculty positions, if finances permit</p> <p>Analyze technology recommendations for inclusion in the Tentative Budget</p> <p>Review the prioritized PIO's for staffing, technology, facilities and other discretionary expenses</p>	
<p>Regularly Report to the College Council</p> <p>Auxiliary fund requests presented to ASOC for approval</p> <p>Tentative Budget, including assumptions, is presented to the Presidents Staff and 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 impacts prior to the presentation of the Tentative Budget to College Council and the Board of Trustees</p> <p>Budget Committee Review of Revenue Assumptions from the May Revise to determine any additional funding for the top 20 PIO's and review requests for Foundation mini grants</p> <p>Budget Committee recommendations to College council/President on Tentative Budget, PIO inclusions, mini grant recipients</p>	<p>May 2011</p>
<p>Board of Trustees approves the Tentative Budget</p> <p>State budget update to College Council and Board of Trustees</p> <p>Regularly Report to College Council</p>	<p>June 2011</p>
<p>The District staff will close the books</p> <p>State budget update to College Council and Board of Trustees</p> <p>Regularly Report to College Council</p> <p>Prepare and submit the fourth quarter 311Q</p>	<p>July and August 2011</p>

KEY ACTIVITIES	DATE
Present the results of the year-end close and any state budget updates at the College Council Retreat in August	
<p>Prepare Final Budget from results of the year-end close and incorporate any new information available</p> <p>Budget Committee reviews the changes from Tentative to Final Budget and sends recommendations to College Council/President</p> <p>State budget update to College Council and Board of Trustees</p> <p>Regularly report to College Council</p> <p>Present Final Budget to College Council and the Board of Trustees</p> <p>Prepare and submit final 311</p> <p>Present the 2011-12 Final Budget workshop to the Board of Trustees, hold the public hearing for the Final Budget and adopt the budget by September 15th</p> <p>Foundation will set next fiscal years' mini grant amount</p>	September 2011

Throughout the 2011-12 budget planning process, the President and Vice President of Administrative Services will periodically update the **Board of Trustees**, as well as the College Council and the campus, 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.