

**CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT
BUDGET DEVELOPMENT CALENDAR
2019-20**

DATE	RESPONSIBILITY	ACTION
Tentative Budget		
Thurs, Jan 10	Vice Chancellor Business Services	Governor releases budget
Tues, Jan 15	Vice Chancellor Business Services	Present Governor's January Proposed Budget to Board
Wed, Jan 16	Vice Chancellor Business Services, College Vice Presidents, Director Business Services, Budget Officer	Attend statewide workshop on Governor's proposed budget in Sacramento
Wed, Jan 23	Vice Chancellor Business Services, Director Business Services, Budget Officer	Finalize budget priorities and assumptions for tentative budget, draft revenue allocation model
Fri, Feb 1	Planning & Budget Committee	Review Governor's Proposed Budget Review tentative budget including revenue and expense assumptions and revenue allocation model
Mon, Feb 4	Vice Chancellor Educational Services	Prepare DEMC enrollment projection
Mon, Feb 25	District Budget Officer, Information Technology Services	Send out initial position control worksheets to colleges and district cost centers [via e-mail/Excel] - version A
Fri, Mar 1	Planning & Budget Committee	Review revised revenue allocation model based on most recent information about new funding formula
Fri, Mar 1	College VPs Administrative Services, District Cost Center Managers	Provide ITS with names of and specific org codes for those needing access to Budget Development module [via e-mail]
Mon, Mar 4	Senior Leadership Team	Review tentative budget and revenue/expense assumptions and new funding formula at Senior Leadership Team Meeting
Mon, Mar 4	College VPs Administrative Services, District Cost Center Managers	All new positions (all fund types) must be submitted to Human Resources for assignment of position control numbers [via e-mail]
Wed, Mar 6	College VPs Administrative Services and District Cost Center Managers	Submit position control worksheets with any changes to District Budget Officer [via e-mail/Excel]
Fri, Mar 8	Human Resources	Deadline for assigning position control numbers for new positions, communicate new position control numbers to College VPs Administrative Services, District Cost Center Managers, and District Budget Officer [via e-mail]
Fri, Mar 8	Information Technology Services	Data loaded into Budget Development module for site-specific revenue and discretionary accounts (all fund types) [Budget Development module]
Fri, Mar 8	Vice Chancellor Educational Services	Submit any FTES/FTEF changes to District Budget Officer, along with DEMC sheet [via e-mail]
Fri, Mar 15	Information Technology Services	Deadline for training new users of Budget Development module [in person] - Chabot training scheduled for Thurs, Apr 5
Fri, Mar 15	District Budget Officer	Send out revenue allocation model to colleges and district cost centers [via e-mail/Excel]
Fri, Mar 22	College VPs Administrative Services and District Cost Center Managers	Submit position control worksheets with any changes to District Budget Officer [via e-mail/Excel]
Thurs, Apr 4	College VP Administrative Services, Information Technology Services	Training for new users of Budget Development module - Chabot College [in-person training at Chabot College]
Fri, Apr 5	Planning & Budget Committee	Provide Update to Tentative Budget
Fri, Apr 26	College VPs Administrative Services, District Cost Center Managers, District Budget Officer	Input site-specific revenue and discretionary expenditures (all fund types) [Budget Development module]
Fri, Apr 26	College VPs Administrative Services, District Cost Center Managers	Balance budget to allocation, ensure restricted funds net to zero, provide tentative budget column and current year projection column of budget templates Balance budget to Budget Development - position control phase plus tentative budget phase must equal the amounts on the budget templates
Fri, Apr 26	District Budget Officer	Prepare draft Tentative Budget (revenue allocation model, placemat, budget book templates) and review with Vice Chancellor Business Services and Director Business Services
Mon, Apr 29	Senior Leadership Team	Review revenue allocation model, placemat, and budget book templates at Senior Leadership Team meeting, provide colleges and district cost centers with detail supporting documentation for position control and related employee benefits
Fri, May 3	Planning & Budget Committee	Provide Update to Tentative Budget
Fri, May 3	College VPs Administrative Services, District Cost Center Managers	Any final changes to Tentative Budget (all fund types) must be submitted: changes to position control [via e-mail/Excel], site-specific revenue, discretionary expenses [Budget Development module]
Wed, May 8	District Budget Officer, Information Technology Services	All final changes must be incorporated: run final position control and related employee benefits, site-specific revenue, and discretionary expenses
Fri, May 10	Vice Chancellor Business Services, Director Business Services, District Budget Officer	Review draft tentative budget
Mon, May 13	Senior Leadership Team	Review final tentative budget at Senior Leadership Team meeting: placemat, revenue allocation model, budget book templates, position control and related employee benefits
Tues, May 14	District Budget Officer	Prepare Governor's May Revise Budget in Brief
Tues, May 14- Mon, Jun 3	Vice Chancellor Business Services, Director Business Services, District Budget Officer	Prepare Tentative Budget book
Fri, May 17	Planning & Budget Committee	Review Governor's May Revise

**CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT
BUDGET DEVELOPMENT CALENDAR
2019-20**

DATE	RESPONSIBILITY	ACTION
Tues, Jun 11	Chancellor's Office	Mail Tentative Budget to Board of Trustees
Tues, Jun 18	Chancellor, Vice Chancellor Business Services	Recommend adoption of Tentative Budget to Board of Trustees, Tentative Budget adopted
Wed, Jun 26	District Budget Officer, Information Technology Services	Load approved Tentative Budget into Banner Finance

Adopted Budget

Fri, May 17	College VPs Administrative Services, District Cost Center Managers	Provide ITS with changes for those needing access to Budget Development module, provide names and org code changes [via e-mail]
Fri, May 24	College VPs Administrative Services, District Cost Center Managers	All new positions (all fund types) must be submitted to Human Resources for assignment of position control numbers [via e-mail]
Fri, May 31	Human Resources	Deadline for assigning position control numbers for new positions, communicate new position control numbers to College VPs Administrative Services, District Cost Center Managers, & District Budget Office [via e-mail]
Fri, May 31	Information Technology Services	Create adopted budget phase in Budget Development module and load Tentative Budget site-specific revenue and discretionary accounts (all fund types) [Budget Development module]
Fri, May 31	Vice Chancellor Educational Services	Submit any FTES/FTEF changes to District Budget Officer, along with DEMC sheet [via e-mail]
Mon, Jun 3	District Budget Officer	Send out final position control worksheets and revenue allocation model to colleges and district cost centers [via e-mail/Excel]
Thurs, Jul 11	College VPs Administrative Services, District Cost Center Managers	Submit position control worksheets with any changes to District Budget Officer [via e-mail/Excel]
Thurs, Jul 11	District Budget Officer and Information Technology Services	Input changes to position control in Banner, calculate position control salaries, and calculate fringe benefits
Thurs, Jul 11	Budget Officer and Information Technology Services	Review position control for accuracy and load salaries and fringe benefits into Budget Development module Send out final position control and fringe benefit spreadsheets
Thurs, Jul 18	College VPs Administrative Services, District Cost Center Managers	Input site-specific revenue and discretionary expenses (all fund types) [Budget Development module]
Thurs, Aug 1	District Budget Officer	Prepare draft Adopted Budget (revenue allocation model, placemat, budget book templates) and review with Vice Chancellor Business Services and Director Business Services
Wed, Aug 7	Vice Chancellor Business Services, Director Business Services, Budget Officer	Review draft adopted budget
Thurs, Aug 15	College VPs Administrative Services, District Cost Center Managers	Balance budget to allocation, ensure restricted funds net to zero, provide adopted budget column of budget templates Balance budget to Budget Development - position control phase plus adopted budget phase must equal the amounts on the budget templates
Fri, Aug 16 - Fri, Aug 30	Vice Chancellor Business Services, Director Business Services, District Budget Officer	Prepare adopted budget book for submission to the Board of Trustees
Mon, Aug 19	Senior Leadership Team	Review revenue allocation model, placemat, and budget book templates at Senior Leadership Team meeting, provide colleges and district cost centers with detail supporting documentation for position control and related employee benefits
Convocation	Planning & Budget Committee	Review changes from Tentative Budget to Adopted Budget
Fri, Aug 2	Budget Officer	Publish public notice in newspaper
Fri, Aug 9	Budget Officer	Budget available for public inspection
Tues, Aug 13	Chancellor	Mail Adopted Budget to Board of Trustees
Tues, Aug 20	Chancellor, Vice Chancellor Business Services	Recommend Adopted Budget to Board of Trustees (First Reading)
Wed, Aug 21	District Budget Officer and Information Technology Services	Load adopted budget into Banner Finance
Tues, Sep 17	Chancellor, Vice Chancellor Business Services	Approval of the Adopted Budget, Board of Trustees (Second Reading)