

**CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT  
BUDGET DEVELOPMENT CALENDAR  
2020-21**

DATE	RESPONSIBILITY	ACTION
<b>Tentative Budget</b>		
Fri, Jan 10	Vice Chancellor Business Services	Governor releases budget
Tues, Jan 14	Vice Chancellor Business Services	Present Governor's January Proposed Budget to Board
Wed, Jan 15	Vice Chancellor Business Services, College Vice Presidents, Director Business Services, Budget Officer	Attend statewide workshop on Governor's proposed budget in Sacramento
Wed, Jan 22	Vice Chancellor Business Services, Director Business Services, Budget Officer	Finalize budget priorities and assumptions for tentative budget, draft revenue allocation model
<b>Fri, Jan 24</b>	<b>Planning &amp; Budget Committee - Special Meeting</b>	<b>Review Governor's Proposed Budget Review tentative budget including revenue and expense assumptions and revenue allocation model</b>
Mon, Feb 3	Vice Chancellor Educational Services	Prepare DEMC enrollment projection
<b>Fri, Feb 7</b>	<b>Planning &amp; Budget Committee</b>	<b>Review tentative budget including revenue and expense assumptions and revenue allocation model</b>
Mon, Feb 24	District Budget Officer, Information Technology Services	Send out initial position control worksheets to colleges and district cost centers [via e-mail/Excel] - version A
<b>Fri, Mar 6</b>	<b>Planning &amp; Budget Committee</b>	<b>Review revised revenue allocation model based on most recent information about new funding formula</b>
Fri, Mar 6	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]
<b>Mon, Mar 9</b>	<b>Senior Leadership Team</b>	<b>Review tentative budget and revenue/expense assumptions and new funding formula at Senior Leadership Team Meeting</b>
Mon, Mar 9	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, Mar 13	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 13	Information Technology Services	Data loaded into Budget Development module for site-specific revenue and discretionary accounts (all fund types) [Budget Development module]
Fri, Mar 13	Vice Chancellor Educational Services	Submit any FTES/FTEF changes to District Budget Officer, along with DEMC sheet [via e-mail]
Fri, Mar 20	Information Technology Services, District Budget Officer	Schedule training for new users of Budget Development module [in person] Chabot and LPC (3/20-4/3/20)
Fri, Mar 20	District Budget Officer	Send out revenue allocation model to colleges and district cost centers [via e-mail/Excel]
Fri, Mar 27	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, Apr 3	College VP Administrative Services, Information Technology Services	Deadline for new users of Budget Development module
<b>Fri, Apr 3</b>	<b>Planning &amp; Budget Committee</b>	<b>Provide Update to Tentative Budget</b>
Fri, Apr 24	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 24	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
<b>Mon, Apr 27</b>	<b>Senior Leadership Team</b>	<b>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</b>
Fri, May 1	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
<b>Fri, May 1</b>	<b>Planning &amp; Budget Committee</b>	<b>Provide Update to Tentative Budget</b>
Fri, May 8	Vice Chancellor Business Services, Director Business Services, District Budget Officer	Review draft tentative budget
<b>Mon, May 11</b>	<b>Senior Leadership Team</b>	<b>Review final tentative budget at Senior Leadership Team meeting: placemat, revenue allocation model, budget book templates, position control and related employee benefits</b>

Tues, May 12	District Budget Officer	Prepare Governor's May Revise Budget in Brief
Tues, May 12- Mon, Jun 1	Vice Chancellor Business Services, Director Business Services, District Budget Officer	Prepare Tentative Budget book
<b>Fri, May 15</b>	<b>Planning &amp; Budget Committee</b>	<b>Review Governor's May Revise</b>
Tues, Jun 9	Chancellor's Office	Mail Tentative Budget to Board of Trustees
Tues, Jun 16	Chancellor, Vice Chancellor Business Services	Recommend adoption of Tentative Budget to Board of Trustees, Tentative Budget adopted
Fri, Jun 26	District Budget Officer, Information Technology Services	Load approved Tentative Budget into Banner Finance

## Adopted Budget

Fri, May 15	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 22	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 29	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 29	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 29	Vice Chancellor Educational Services	Submit any FTES/FTEF changes to District Budget Officer, along with DEMC sheet [via e-mail]
Mon, Jun 1	District Budget Officer	Send out final position control worksheets and revenue allocation model to colleges and district cost centers [via e-mail/Excel]
Fri, Jun 12	College VPs Administrative Services, District Cost Center Managers	Submit position control worksheets with any changes to District Budget Officer [via e-mail/Excel]
Wed, Jun 17	District Budget Officer and Information Technology Services	Input changes to position control in Banner, calculate position control salaries, and calculate fringe benefits
Fri, Jun 19	College VPs Administrative Services, District Cost Center Managers	Input site-specific revenue and discretionary expenses (all fund types) [Budget Development module]
Fri, Jun 22	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
Fri, Jun 26	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
Wed, Jul 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, Jul 8	Vice Chancellor Business Services, Director Business Services, Budget Officer	Review draft adopted budget
<b>Mon, Jul 13</b>	<b>Senior Leadership Team</b>	<b>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</b>
Tues, Jul 14- Fri, Jul 31	Vice Chancellor Business Services, Director Business Services, District Budget Officer	Prepare adopted budget book for submission to the Board of Trustees
<b>Thurs, Jul 30</b>	<b>Planning &amp; Budget Committee</b>	<b>Review changes from Tentative Budget to Adopted Budget</b>
Fri, Jul 31	Budget Officer	Publish public notice in newspaper (two consecutive weeks)
Fri, Aug 7	Budget Officer	Budget available for public inspection
Tues, Aug 11	Chancellor	Mail Adopted Budget to Board of Trustees
Thurs, Aug 13	Convocation	Las Positas College
Tues, Aug 18	Chancellor, Vice Chancellor Business Services	Recommend Adopted Budget to Board of Trustees (First Reading)
Tues, Sep 8	Chancellor, Vice Chancellor Business Services	Approval of the Adopted Budget, Board of Trustees (Second Reading)
Wed, Sep 9	District Budget Officer and Information Technology Services	Load adopted budget into Banner Finance