

CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT

BUDGET DEVELOPMENT CALENDAR

2011 - 2012

DATE	RESPONSIBILITY	ACTION
Preliminary Budget		
Mon, Jan 10	Vice Chancellor Business Services	Governor Releases 2011 - 2012 Budget
Fri, Jan 14	Vice Chancellor Business Services, Vice Presidents, Director Business Services	Attend annual Statewide workshop on Governor's proposed budget
Tues, Jan 18	Vice Chancellor Business Services	Report on Governor's 2011 - 2012 budget proposal to Board of Trustees
Mon, Jan 31 5:00 p.m.	Vice Chancellor Business Services, Director Business Services, Budget Officer	Finalize Budget Priorities and Assumptions
Mon, Feb 7 5:00 p.m.	Vice Chancellor Business Services, Director Business Services, Budget Officer	Distribute initial Position Control Worksheets, Budget Worksheets, Instructions and District budget assumptions to Colleges and District Cost Center Managers, Site revenue worksheet to colleges
Tues, Feb 22 8:00 a.m.	Vice Presidents, District Cost Center Managers	Site revenue worksheets to District Budget Office
Tues, Feb 22 8:00 a.m.	Vice Presidents, District Cost Center Managers, Budget Officer	Submit Position Control Worksheets with any adjustments to District Budget Office; Preliminary revenue allocation to sites
Mon, Feb 28 5:00 p.m.	Vice Presidents, Budget Officer	Final adjustments for Position Control loaded in Banner
Mon, Mar 14 5:00 p.m.	Vice Chancellor Business Services, Director Business Services, Budget Officer	Prepare Preliminary Budget
Tentative Budget		
Mon, Mar 14 5:00 p.m.	Budget Officer	Send out Tentative Budget Position Control Worksheets and Budget Worksheets
Mon, Apr 18 8:00 a.m.	Vice Presidents, District Cost Center Managers, Budget Officer	Submit Position Control Worksheets with any adjustments to District Budget Office; District Cost Center Managers submit Budget Worksheets to District Budget Office; Sites load budget entries in Banner; Submit any adjustments to site revenue projections
Mon, Apr 25 5:00 p.m.	Director Business Services, Budget Officer	Prepare Draft Tentative Budget
Mon, May 2 5:00 p.m.	Vice Chancellor Business Services, Budget Officer	Review Draft Tentative Budget
Mon, May 9 5:00 p.m.	Vice Presidents, Budget Officer	Enter final adjustments in Banner, budget balanced

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Tentative Budget (cont'd)		
Wed, May 18 5:00 p.m.	Vice Chancellor Business Services, Director Business Services, Budget Officer	Prepare Tentative Budget for Board of Trustees Meeting
Tues, Jun 28 (Board Meeting)	Chancellor, Vice Chancellor Business Services	Recommend adoption of Tentative Budget to Board of Trustees; Tentative Budget adopted
Tues, Jun 28 7:00 p.m.	Budget Officer	Load Budget into Operation Accounts

Adoption Budget		
Tues, May 31 5:00 p.m.	Budget Officer	Send out final Position Control Worksheets.
Mon, Jun 20 8:00 a.m.	Vice Presidents, District Cost Center Managers, Budget Officer	Submit final corrections for Position Control Worksheets to District Budget Office
Tues, Jul 5 5:00 p.m.	Budget Officer	Send out final Budget Worksheets.
Thurs, Jul 21 5:00 p.m.	Vice Presidents, District Cost Center Managers, Budget Officer	Enter final adjustments in Banner; budget balanced; adjust site revenue projections to District Office.
Thurs, Aug 4 5:00 p.m.	Vice Chancellor Business Services, Director Business Services, Budget Officer	Prepare Adoption Budget for submission to the Board of Trustees
Fri, Aug 26	Vice Chancellor Business Services	Publish Public Notice in newspaper
Wed, Aug 31	Vice Chancellor Business Services	Budget available for public inspection
Tues, Sep 6 (Board Workshop)	Chancellor, Vice Chancellor Business Services	Recommend adoption to Board of Trustees; Adoption Budget adopted
Tues, Sep 6 7:00 p.m.	Budget Officer	Load Budget adjustments into Operation Accounts