

APPENDIX D
2015 - 2016 BUDGET DEVELOPMENT CALENDAR

DATE	ACTIVITY
SEPTEMBER, 2014	DEVELOPMENT OF BUDGET PREPARATION ACTIVITIES
September 10	District Budget Committee reviews proposed Budget Development Calendar.
September 17	A) Budget and Finance Committee Meeting; B) Notice of Budget Development Calendar presented to Board of Trustees.
OCTOBER, 2014	DEVELOPMENT OF BUDGET PREPARATION ACTIVITIES
October 8	A) Adoption of Budget Development Calendar; B) Budget and Finance Committee Meeting.
October 17 - 31	College Projections and Financial Plans Review.
October 31	1st Quarter Reports due from colleges.
NOVEMBER, 2014	DEVELOPMENT OF BUDGET OPERATION PLAN
November 4	Initial assessment projections of Centralized accounts.
November 5	A) Budget and Finance Committee receives briefing on 1st Quarter Rep.; B) 1st Quarter Report submitted to Board of Trustees for approval.
November 6 - 30	Constituencies review of 1st Quarter Report and Districtwide projections.
November 7 - 30	Review of Centralized Accounts Projection.
November 15	1st Quarter Report due to State.
DECEMBER, 2014	BUDGET PREP WORKSHOP
December 3 - 4	A) Budget Prep files available; B) Budget Prep Workshop.
December 3	Budget and Finance Committee Meeting.
December 3 - 26	Constituencies review of mid-year projections and possible mid-year reductions.
JANUARY, 2015	GOVERNOR'S PROPOSED STATE BUDGET AND PRELIMINARY ALLOCATIONS
January 6	A) Budget Office distributes Budget Operation Plan Instructions; B) Dedicated Revenue Projections due to the Budget Office.
January 7 - 10	Budget Office reviews colleges' 2015-16 dedicated revenue projections.
January 14	Budget and Finance Committee Meeting.
January 15 - 31	Constituencies review Proposed 2015-16 Preliminary Allocation.
January 21 - 31	Cabinet reviews Proposed 2015-16 Preliminary Allocation.
January 22	CFO and Accounting Office provide initial ending balance projections.
FEBRUARY, 2015	CONSTITUENCIES REVIEW BUDGET STATUS
February 3	2nd Quarter Reports due from colleges.
February 4	Budget Office distributes 2015-16 Preliminary Allocation.
February 11	A) Budget and Finance Committee receives briefing on 2nd Quarter Report; B) 2nd Quarter Report submitted to Board of Trustees for approval.
February 14	2nd Quarter Report due to State.
February 18 - 28	A) Cabinet reviews 2015-16 Budget update; B) Constituencies review 2nd Qtr Report & College Financial Plans.
February 25	CFO and Accounting Office update ending balance projections.
MARCH, 2015	PREPARATION OF PRELIMINARY BUDGETS
March 3	Budget Prep files transmitted to Budget Office.
March 4 - 18	Technical review of Budget Prep data files and upload to SAP.
March 11	Budget and Finance Committee Meeting.
March 25	A) CFO and Accounting Office update ending balance projections; B) Preliminary Budget available on SAP system.

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APRIL, 2015	REVIEW OF PRELIMINARY BUDGET DATA
April 1 - May 8	Open period for Tentative Budget adjustments (First Adjustment).
April 15	Budget and Finance Committee Meeting.
April 22	CFO and Accounting Office update ending balance projections.
April 29 - May 2	Constituencies review budget status.
April 30 - May 21	Budget meetings on preliminary budgets conducted with college administrators.
MAY, 2015	REVENUE PROJECTIONS UPDATED
May 3	3rd Quarter Reports due from colleges.
May 5	Revised revenue projections based on Governor's proposed State Budget.
May 11 - 15	A) Constituencies review May Revise update; B) Constituencies receive briefing on Tentative Budget; C) Open period for Final Budget adjustments (Second Adjustment).
May 13	A) Board of Trustees authorization to encumber new year appropriations; B) 3rd Quarter Report submitted to Board of Trustees for approval; C) Budget and Finance Committee receives briefing on 3rd Quarter Report.
May 15	3rd Quarter Report due to State.
May 20	A) Cabinet receives briefing on Tentative Budget; B) CFO and Accounting Office update ending balance projections.
May 21	Budget Operation Plans due to the Budget Office.
JUNE, 2015	TENTATIVE BUDGET
June 10	A) Budget and Finance Committee reviews Proposed Tentative Budget; B) Notice of Tentative Budget to Board of Trustees.
June 18	CFO and Accounting Office update ending balance projections.
June 24	Adoption of Tentative Budget.
June 26	Deadline for submission of revised Dedicated Revenue for Final Budget.
JULY, 2015	REVISION TO REVENUE PROJECTIONS/ALLOCATIONS
July 1	File Tentative Budget report with County and State Agencies.
July 10	Budget and Finance Committee Meeting.
July 13 - 17	Constituencies review of Budget status.
July 13	CFO and Accounting Office run 1st closing activities.
July 20	A) CFO and Accounting Office update ending balance projections; B) CFO and Accounting Office run 2nd closing activities.
AUGUST, 2015	FINAL BUDGET
August 3	Final year-end closing and establishment of actual ending balances.
August 5*	A) Notice/briefing of Final Budget to Board of Trustees; B) Budget and Finance Committee to review Proposed Final Budget.
August 5 - 13*	Publication budget available for public review.
September 2	Public Hearing and adoption of Final Budget.
SEPTEMBER, 2015	FINAL BUDGET/YEAR-END ANALYSIS
September 11	File Final Budget report with County and State agencies.

* Based on 2015/16Board Meeting calendar (TBA).