

**CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT
BUDGET DEVELOPMENT CALENDAR
2021-22**

DATE	RESPONSIBILITY	ACTION
Tentative Budget		
Fri, Jan 8	Vice Chancellor Business Services	Governor releases budget
Tues, Jan 26	Vice Chancellor Business Services	Present Governor's January Proposed Budget to Board
Wed, Jan 20	Vice Chancellor Business Services, College Vice Presidents, Director Business Services, Budget Officer	Attend statewide workshop on Governor's proposed budget in Sacramento
Wed, Jan 20	Vice Chancellor Business Services, Director Business Services, Budget Officer	Finalize budget priorities and assumptions for tentative budget, draft revenue allocation model
Fri, Jan 22	Planning & Budget Committee - Special Meeting	Review Governor's Proposed Budget Review tentative budget including revenue and expense assumptions and revenue allocation model
Mon, Feb 1	Vice Chancellor Educational Services	Prepare DEMC enrollment projection
Fri, Feb 5	Planning & Budget Committee	Review tentative budget including revenue and expense assumptions and revenue allocation model
Mon, Feb 22	District Budget Officer, Information Technology Services	Send out initial position control worksheets to colleges and district cost centers [via e-mail/Excel]
Fri, Mar 5	Planning & Budget Committee	Review revised revenue allocation model based on most recent information about new funding formula
Fri, Mar 5	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 8	Senior Leadership Team	Review tentative budget and revenue/expense assumptions and new funding formula at Senior Leadership Team Meeting
Mon, Mar 8	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 12	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 12	Information Technology Services	Data loaded into Budget Development module for site-specific revenue and discretionary accounts (all fund types) [Budget Development module]
Fri, Mar 12	Vice Chancellor Educational Services	Submit any FTES/FTEF changes to District Budget Officer, along with DEMC sheet [via e-mail]
Fri, Mar 19	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 19	District Budget Officer	Send out revenue allocation model to colleges and district cost centers [via e-mail/Excel]
Fri, Mar 26	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 23	College VP Administrative Services, Information Technology Services	Deadline for new users of Budget Development module
Fri, Apr 23	Planning & Budget Committee	Provide Update to Tentative Budget
Fri, Apr 23	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 23	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
Mon, Apr 26	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, Apr 30	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
Fri, Apr 30	Planning & Budget Committee	Provide Update to Tentative Budget
Fri, May 7	Vice Chancellor Business Services, Director Business Services, District Budget Officer	Review draft tentative budget
Mon, May 10	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 11	District Budget Officer	Prepare Governor's May Revise Budget in Brief
Tues, May 11- Mon, May 31	Vice Chancellor Business Services, Director Business Services, District Budget Officer	Prepare Tentative Budget book

Fri, May 14	Planning & Budget Committee	Review Governor's May Revise
Tues, Jun 8	Chancellor's Office	Mail Tentative Budget to Board of Trustees
Tues, Jun 15	Chancellor, Vice Chancellor Business Services	Recommend adoption of Tentative Budget to Board of Trustees, Tentative Budget adopted
Fri, Jun 25	District Budget Officer, Information Technology Services	Load approved Tentative Budget into Banner Finance

Adopted Budget

Fri, May 14	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 21	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 28	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 28	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 28	Vice Chancellor Educational Services	Submit any FTES/FTEF changes to District Budget Officer, along with DEMC sheet [via e-mail]
Mon, May 31	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 11	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 16	District Budget Officer and Information Technology Services	Input changes to position control in Banner, calculate position control salaries, and calculate fringe benefits
Fri, Jun 18	College VPs Administrative Services, District Cost Center Managers	Input site-specific revenue and discretionary expenses (all fund types) [Budget Development module]
Fri, Jun 25	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 25	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, Jun 30	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 7	Vice Chancellor Business Services, Director Business Services, Budget Officer	Review draft adopted budget
Mon, Jul 12	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
Tues, Jul 13- Fri, Jul 30	Vice Chancellor Business Services, Director Business Services, District Budget Officer	Prepare adopted budget book for submission to the Board of Trustees
Fri, Jul 30	Planning & Budget Committee	Review changes from Tentative Budget to Adopted Budget
Fri, Jul 30	Budget Officer	Publish public notice in newspaper (two consecutive weeks)
Fri, Aug 6	Budget Officer	Budget available for public inspection
Tues, Aug 10	Chancellor	Mail Adopted Budget to Board of Trustees
Tues, Aug 17	Chancellor, Vice Chancellor Business Services	Recommend Adopted Budget to Board of Trustees (First Reading)
Tues, Sep 14	Chancellor, Vice Chancellor Business Services	Approval of the Adopted Budget, Board of Trustees (Second Reading)
Wed, Sep 15	District Budget Officer and Information Technology Services	Load adopted budget into Banner Finance