

CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT

BUDGET DEVELOPMENT CALENDAR *(draft)*

2013 - 2014

DATE	RESPONSIBILITY	ACTION
Preliminary Budget		
Thurs, Jan 10	Vice Chancellor Business Services	Governor Releases 2013 - 2014 Budget
Tues, Jan 15	Vice Chancellor Business Services	Report on Governor's 2013- 2014 budget proposal to Board of Trustees
Fri, Jan 18	Vice Chancellor Business Services, Vice Presidents, Director Business Services	Participate in annual Statewide workshop on Governor's proposed budget
Mon, Feb 11	Vice Chancellor Business Services, Director Business Services, Budget Officer	Finalize Budget Priorities and Assumptions
Fri, Feb 1	Vice Chancellor Business Services, Director Business Services, Budget Officer	Distribute initial Position Control Worksheets
Fri, Feb 8	District Cost Center Managers	Submit Position Control Worksheets with any adjustments to District Budget Office
Thurs, Feb 28	District Cost Center Managers, Budget Officer	Submit Position Control Worksheets with any adjustments to District Budget Office
Fri, Mar 15	Vice Presidents, Budget Officer	Final adjustments for Position Control loaded in Banner
Fri, Mar 22	Vice Chancellor Business Services, Director Business Services, Budget Officer	Prepare Personnel Budget based on Position Control; allocations pending DBSG
Tentative Budget		
Mon, Mar 25	Budget Officer	Send out Tentative Budget Position Control Worksheets and Budget Worksheets/allocations
Mon, Apr 29	Vice Presidents, District Cost Center Managers, Budget Officer	Submit Position Control Worksheets with any adjustments to District Budget Office; Sites load budget entries in Banner; Submit any adjustments to site revenue projections
Mon, May 6	Budget Officer	Prepare Draft Tentative Budget
Fri, May 10	Vice Chancellor Business Services, Director Business Services	Review Draft Tentative Budget
Fri, May 24	Vice Presidents, Budget Officer	Enter final adjustments in Banner, budget balanced

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Tentative Budget (cont'd)		
Mon, Jun 17	Vice Chancellor Business Services, Director Business Services, Budget Officer	Prepare Tentative Budget for Board of Trustees Meeting
Tues, Jun 25 (Board Meeting)	Chancellor, Vice Chancellor Business Services	Recommend adoption of Tentative Budget to Board of Trustees; Tentative Budget adopted
Weds, Jun 26	Budget Officer	Load Budget into Operation Accounts

Adoption Budget		
Tues, May 28	Budget Officer	Send out final Position Control Worksheets.
Mon, Jun 24	Vice Presidents, District Cost Center Managers, Budget Officer	Submit final corrections for Position Control Worksheets to District Budget Office
Mon, Jul 8	Budget Officer	Send out final Budget Worksheets.
Mon, Jul 22	Vice Presidents, District Cost Center Managers, Budget Officer	Enter final adjustments in Banner; budget balanced; adjust site revenue projections to District Office.
Mon, Aug 12	Vice Chancellor Business Services, Director Business Services, Budget Officer	Prepare Adoption Budget for submission to the Board of Trustees
Fri, Aug 15	Director Business Services	Publish Public Notice in newspaper
Wed, Aug 20	Director Business Services	Budget available for public inspection
Tues, Sep 17	Chancellor, Vice Chancellor Business Services	Recommend adoption to Board of Trustees; Adoption Budget adopted
Weds, Sep 18	Budget Officer	Load Budget adjustments into Operation Accounts