

CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT
BUDGET DEVELOPMENT CALENDAR (DRAFT)

2016-17

DATE	RESPONSIBILITY	ACTION	DATE COMPLETED
Preliminary Budget			
Fri, Jan 8	Vice Chancellor Business Services	Governor releases budget	
Wed, Jan 13	Vice Chancellor Business Services, College Vice Presidents, Director Business Services, Budget Officer	Attend statewide workshop on Governor's proposed budget in Sacramento	
Tues, Jan 19	Vice Chancellor Business Services	Present Governor's January Proposed Budget to Board	
Fri, Jan 29	Vice Chancellor Business Services, Director Business Services, Budget Officer	Distribute initial position control worksheets	
Fri, Feb 5	Planning & Budget Committee	Review Governor's Proposed Budget Review preliminary budget including revenue and expense assumptions and revenue allocation model	
Mon, Feb 8	Vice Chancellor Educational Services	Prepare DEMC enrollment projection	
Mon, Feb 8	Vice Chancellor Business Services, Director Business Services, Budget Officer	Finalize budget priorities and assumptions for preliminary budget, draft revenue allocation model	
Thurs, Feb 11	College Vice Presidents, District Cost Center Managers, Budget Officer	Submit position control worksheets with any adjustments to District Budget Officer	
Fri, Feb 26	Vice Chancellor Business Services, Director Business Services, Budget Officer	Prepare personnel budget based on position control and expense summary	
Mon, Feb 29	Chancellor, Vice Chancellors, College Presidents	Review preliminary budget and revenue/expense assumptions at Senior Leadership Team Meeting	
Tentative Budget			
Fri, Mar 4	Planning & Budget Committee	Review Preliminary Budget include Revenue/Expense Assumptions	
Wed, Mar 23	Vice Chancellor Educational Services	Submit any FTES/FTEF changes to District Budget Officer	
Fri, Mar 25	Budget Officer	Send out tentative budget position control worksheets, revenue allocation model and placemat	
Fri, Apr 1	Planning & Budget Committee	Provide Update to Tentative Budget	
Fri, Apr 15	College Vice Presidents, District Cost Center Managers, Budget Officer	Submit position control worksheets with any adjustments to District Budget Officer; sites load budget entries into Banner, including site-specific revenue and discretionary expenditures	
Mon, May 2	Budget Officer	Prepare draft tentative budget	
Fri, May 6	Planning & Budget Committee	Provide Update to Tentative Budget	
Fri, May 13	Vice Chancellor Business Services, Director Business Services, Budget Officer	Review draft tentative budget	

CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT
BUDGET DEVELOPMENT CALENDAR (DRAFT)

2016-17

Mon, May 16	Chancellor, Vice Chancellors, College Presidents	Review draft tentative budget at Senior Leadership Team meeting	
-------------	--	---	--

CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT
BUDGET DEVELOPMENT CALENDAR (DRAFT)

2016-17

Tentative Budget (cont'd)			
Tues, May 17- Mon, Jun 6	Vice Chancellor Business Services, Director Business Services, Budget Officer	Prepare tentative budget book	
Tues, May 17	Budget Officer	Prepare Governor's Revised May Budget Worksheet	
Fri, May 20	Planning & Budget Committee	Review Governor's Revised May Budget	added PBC day in 2015
Tues, Jun 7	Chancellor's Office	Mail tentative budget to Board of Trustees	
Tues, Jun 14	Chancellor, Vice Chancellor Business Services	Recommend adoption of tentative budget to Board of Trustees, tentative budget adopted	
Wed, Jun 15	Budget Officer	Load approved tentative budget into Banner	

Adoption Budget			
Mon, Jun 6	Chancellor, Vice Chancellors, College Presidents	Review draft tentative budget at Senior Leadership Team meeting	
Mon, Jun 6	Budget Officer	Send out final position control worksheets	
Wed, Jun 14	Vice Chancellor Educational Services	Submit any FTES/FTEF changes to District Budget Officer	
Mon, Jun 27	College Vice Presidents, District Cost Center Managers, Budget Officer	Submit final corrections for position control worksheets to District Budget Officer	
Tues, Jul 5	Budget Officer	Send out final revenue allocation model (after P2)	
Wed, Aug 3	Vice Chancellor Business Services, Director Business Services, Budget Officer	Review draft adoption budget	
Mon, Aug 8	College Vice Presidents, District Cost Center Managers, Budget Officer	Enter final adjustments in Banner, budget balanced, finalize site-specific revenue	
Mon, Aug 8	Chancellor, Vice Chancellors, College Presidents	Review draft adoption budget at Senior Leadership Team meeting	
Tues, Aug 9 Mon, Sept 5	Vice Chancellor Business Services, Director Business Services, Budget Officer	Prepare adoption budget book for submission to the Board of Trustees	
Thurs, Aug 11	Planning & Budget Committee	Review Changes from Tentative Budget to Adopted Budget (Convocation)	
Fri, Aug 12	Budget Officer	Send request to Bay Area News Group to publish public notice of Adopted Budget	
Fri, Sept 2	Director Business Services	Publish public notice in newspaper	
Tues, Sept 6	Chancellor	Mail adoption budget to Board of Trustees	
Thurs, Sept 8	Director Business Services	Budget available for public inspection	
Tues, Sep 13	Chancellor, Vice Chancellor Business Services	Recommend adoption to Board of Trustees, adoption budget adopted. Indicate date, time and location of board approval.	

CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT
BUDGET DEVELOPMENT CALENDAR (DRAFT)

2016-17

Wed, Sep 14	Budget Officer	Load adoption budget into Banner	
-------------	----------------	----------------------------------	--