

**CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT  
BUDGET DEVELOPMENT CALENDAR  
2017-18**

DATE	RESPONSIBILITY	ACTION
<b>Tentative Budget</b>		
Thes, Jan 10	Vice Chancellor Business Services	Governor releases budget
Tues, Jan 17	Vice Chancellor Business Services	Present Governor's January Proposed Budget to Board
Wed, Jan 18	Vice Chancellor Business Services, College Vice Presidents, Director Business Services, Budget Officer	Attend statewide workshop on Governor's proposed budget in Sacramento
<b>Fri, Feb 3</b>	<b>Planning &amp; Budget Committee</b>	<b>Review Governor's Proposed Budget Review tentative budget including revenue and expense assumptions and revenue allocation model</b>
Mon, Feb 6	Vice Chancellor Educational Services	Prepare DEMC enrollment projection
Wed, Feb 22	Vice Chancellor Business Services, Director Business Services, Budget Officer	Finalize budget priorities and assumptions for tentative budget, draft revenue allocation model
Fri, Feb 24	District Budget Officer	Send out initial position control worksheets to colleges and district cost centers [via e-mail/Excel]
<b>Mon, Feb 27</b>	<b>Chancellor, Vice Chancellors, College Presidents</b>	<b>Review tentative budget and revenue/expense assumptions at Senior Leadership Team Meeting</b>
<b>Fri, Mar 3</b>	<b>Planning &amp; Budget Committee</b>	<b>Review Step 3A Preliminary Projection Review budget projection using the budget allocation model</b>
Fri, Mar 3	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 6	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 10	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 10	Information Technology Services	Data loaded into Budget Development module for site-specific revenue and discretionary accounts (all fund types) [Budget Development module]
Fri, Mar 10	Vice Chancellor Educational Services	Submit any FTES/FTEF changes to District Budget Officer, along with DEMC sheet [via e-mail]
Fri, Mar 17	Information Technology Services	Deadline for training new users of Budget Development module [in person] - Chabot training scheduled for Thurs, Apr 6
Fri, Mar 17	District Budget Officer	Send out revenue allocation model to colleges and district cost centers [via e-mail/Excel]
Fri, Mar 24	College VPs Administrative Services and District Cost Center Managers	Submit position control worksheets with any changes to District Budget Officer [via e-mail/Excel]
Thurs, Apr 6	College VP Administrative Services, Information Technology Services	Training for new users of Budget Development module - Chabot College [in-person training at Chabot College]
<b>Fri, Apr 7</b>	<b>Planning &amp; Budget Committee</b>	<b>Provide Update to Tentative Budget</b>
Wed, Apr 12	District Budget Officer and Information Technology Services	Input changes to position control in Banner, calculate position control salaries, and calculate fringe benefits
Fri, Apr 14	Information Technology Services	Load position control budgets and employee benefits budgets (all fund types) [Budget Development module]
Fri, Apr 14	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 28	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
<b>Mon, May 1</b>	<b>Vice Chancellor Business Services</b>	<b>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</b>
<b>Fri, May 5</b>	<b>Planning &amp; Budget Committee</b>	<b>Provide Update to Tentative Budget</b>
Fri, May 5	College VPs Administrative Services, District Cost Center Managers	Any final changes to Tentative Budget (all fund types) must be submitted: changes to position control [via e-mail/Excel], site-specific revenue, discretionary expenses [Budget Development module]
Wed, May 10	District Budget Officer, Information Technology Services	All final changes must be incorporated: run final position control and related employee benefits, site-specific revenue, and discretionary expenses
Fri, May 12	Vice Chancellor Business Services, Director Business Services, District Budget Officer	Review draft tentative budget
<b>Mon, May 15</b>	<b>Chancellor, Vice Chancellors, College Presidents</b>	<b>Review final tentative budget at Senior Leadership Team meeting: placemat, revenue allocation model, budget book templates, position control and related employee benefits</b>
Tues, May 16	District Budget Officer	Prepare Governor's May Revise Budget in Brief
Tues, May 16- Mon, Jun 5	Vice Chancellor Business Services, Director Business Services, District Budget Officer	Prepare Tentative Budget book
<b>Fri, May 19</b>	<b>Planning &amp; Budget Committee</b>	<b>Review Governor's May Revise</b>
Tues, Jun 13	Chancellor's Office	Mail Tentative Budget to Board of Trustees
Tues, Jun 20	Chancellor, Vice Chancellor Business Services	Recommend adoption of Tentative Budget to Board of Trustees, Tentative Budget adopted
Wed, Jun 28	District Budget Officer, Information Technology Services	Load approved Tentative Budget into Banner

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<b>Adopted Budget</b>		
Fri, May 19	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 26	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, Jun 2	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, Jun 2	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, Jun 2	Vice Chancellor Educational Services	Submit any FTES/FTEF changes to District Budget Officer, along with DEMC sheet [via e-mail]
Mon, Jun 5	District Budget Officer	Send out average adjunct CAH rate report and final position control worksheets and revenue allocation model to colleges and district cost centers [via e-mail/Excel]
Mon, Jun 26	College VPs Administrative Services, District Cost Center Managers	Submit position control worksheets with any changes to District Budget Officer [via e-mail/Excel]
Thurs, Jul 6	District Budget Officer and Information Technology Services	Input changes to position control in Banner, calculate position control salaries, and calculate fringe benefits
Thurs, Jul 13	Budget Officer and Information Technology Services	Review position control for accuracy and load salaries and fringe benefits into Budget Development module
Thurs, Jul 20	College VPs Administrative Services, District Cost Center Managers	Input site-specific revenue and discretionary expenses (all fund types) [Budget Development module]
Thurs, Jul 27	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
Thurs, Aug 3	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, Aug 9	Vice Chancellor Business Services, Director Business Services, Budget Officer	Review draft adopted budget
<b>Mon, Aug 14</b>	<b>Chancellor, Vice Chancellors, College Presidents</b>	<b>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</b>
Tues, Aug 15 - Fri, Sep 1	Vice Chancellor Business Services, Director Business Services, District Budget Officer	Prepare adopted budget book for submission to the Board of Trustees
<b>Convocation</b>	<b>Planning &amp; Budget Committee</b>	<b>Review changes from Tentative Budget to Adopted Budget</b>
Fri, Sep 1	Budget Officer	Publish public notice in newspaper
Fri, Sep 8	Budget Officer	Budget available for public inspection
Tues, Sep 12	Chancellor	Mail Adopted Budget to Board of Trustees
Tues, Sep 19	Chancellor, Vice Chancellor Business Services	Recommend adoption to Board of Trustees, budget adopted
Wed, Sep 20	Budget Officer	Load adopted budget into Banner