CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT
BUDGET DEVELOPMENT CALENDAR
2024-25

DATE	RESPONSIBILITY	ACTION
	**Tentative Budget**	
Wed, Jan 10	Vice Chancellor Business Services	Governor releases budget
Tue, Jan 16	Vice Chancellor Business Services	Present Governor's January Proposed Budget to Board
Wed, Jan 17	Vice Chancellor Business Services, College Vice Presidents, Director Business Services, Budget & Grants Manager	Attend statewide workshop on Governor's proposed budget in Sacramento
Wed, Jan 17	Vice Chancellor Business Services, Director Business Services, Budget & Grants Manager	Finalize budget priorities and assumptions for tentative budget, draft revenue allocation model
Mon, Jan 29	Vice Chancellor Educational Services	Prepare DEMC enrollment projection
Fri, Feb 2	**Planning & Budget Committee**	**Review tentative budget including revenue and expense assumptions and revenue allocation model**
Tue, Feb 20	Budget & Grants Manager, Information Technology Services	Send out initial position control worksheets to colleges and district cost centers [via e-mail/Excel]
Fri, Mar 1	**Planning & Budget Committee**	**Review revised revenue allocation model based on most recent information about new funding formula**
Fri, Mar 1	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 4	**Senior Leadership Team**	**Review tentative budget and revenue/expense assumptions and new funding formula at Senior Leadership Team Meeting**
Mon, Mar 4	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 8	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 Budget & Grants Manager [via e-mail]
Fri, Mar 15	Information Technology Services, Budget & Grants Manager	Schedule training for new users of Budget Development module [in person] Chabot and LPC
Fri, Mar 22	Information Technology Services	Data loaded into Budget Development module for site-specific revenue and discretionary accounts (all fund types) [Budget Development module]
Fri, Mar 22	Vice Chancellor Educational Services	Submit any FTES/FTEF changes to Budget & Grants Manager, along with DEMC sheet [via e-mail]
Fri, Mar 22	Budget & Grants Manager	Send out revenue allocation model to colleges and district cost centers [via e-mail/Excel]
Fri, April 5	College VPs Administrative Services and District Cost Center Managers	Submit position control worksheets with any changes to Budget & Grants Manager [via e-mail/Excel]
Fri, Apr 12	**Planning & Budget Committee**	**Provide Update to Tentative Budget**
Fri, Apr 26	College VPs Administrative Services, District Cost Center Managers, Budget & Grants Manager	Input site-specific revenue and discretionary expenditures (all fund types) [Budget Development module]
Fri, Apr 26	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 29	**Senior Leadership Team**	**Review revenue allocation model 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**
Mon, Apr 29	Budget & Grants Manager	Prepare draft Tentative Budget (revenue allocation model and budget book templates) and review with Vice Chancellor Business Services
Fri, May 3	**Planning & Budget Committee**	**Review Governor's May Revise**
Fri, May 3	Vice Chancellor Business Services, Budget & Grants Manager	Review draft tentative budget
Tue, May 7	Budget & Grants Manager	Prepare Governor's May Revise Budget in Brief
Mon, May 13	College VPs Administrative Services	Final Draft Due to Budget & Grants Manager
Tue, May 14 - Tue, May 28	Vice Chancellor Business Services, Director Business Services, Budget & Grants Manager	Prepare Tentative Budget book
Mon, May 20	**Senior Leadership Team**	**Review final tentative budget at Senior Leadership Team meeting: revenue allocation model, budget book templates, position control and related employee benefits**
Tue, Jun 4	Chancellor's Office	Mail Tentative Budget to Board of Trustees
Tue, Jun 18	Chancellor, Vice Chancellor Business Services	Recommend adoption of Tentative Budget to Board of Trustees, Tentative Budget adopted
Thu, Jun 20	Budget & Grants Manager, Information Technology Services	Load approved Tentative Budget into Banner Finance

Adopted Budget

Date	Responsible Party	Task
Thu, Jun 27	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]
Thu, June 27	Vice Chancellor Educational Services	Submit any FTES/FTEF changes to Budget & Grants Manager, along with DEMC sheet [via e-mail]
Tue, Jul 2	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]
Tue, Jul 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, & Budget & Grants Manager [via e-mail]
Wed, Jul 3	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]
Wed, Jul 3	Budget & Grants Manager	Send out position control worksheets and revenue allocation model to colleges and district cost centers [via e-mail/Excel]
Tue, Jul 16	College VPs Administrative Services, District Cost Center Managers	Submit position control changes (first round) to Budget & Grants Manager [via e-mail/Excel]
Tue, Jul 23	College VPs Administrative Services, District Cost Center Managers	Submit position control worksheets with any changes to Budget & Grants Manager (final) [via e-mail/Excel]
Tue, Jul 30	Budget & Grants Manager and Information Technology Services	Input changes to position control in Banner, calculate position control salaries, and calculate fringe benefits
Thu, Aug 1	College VPs Administrative Services, District Cost Center Managers	Input site-specific revenue and discretionary expenses (all fund types) [Budget Development module]
Tue, Aug 6	Budget & Grants Manager and Information Technology Services	Review position control for accuracy and load salaries and fringe benefits into Budget Development module
Fri, Aug 9	**Planning & Budget Committee**	**Review changes from Tentative Budget to Adopted Budget**
Mon, Aug 12	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
Mon, Aug 12	**Senior Leadership Team**	**Review revenue allocation model 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**
Tue, Aug 13-Tue, Aug 27	Vice Chancellor Business Services, Director Business Services, Budget & Grants Manager	Prepare adopted budget book for submission to the Board of Trustees
Tue, Aug 27	Budget & Grants Manager	Publish public notice in newspaper (two consecutive weeks)
Fri, Aug 30	Budget & Grants Manager	Budget available for public inspection (Aug 30 and Sep 6)
Tue, Sep 3	Chancellor	Mail Adopted Budget to Board of Trustees
Tue, Sep 10	Chancellor, Vice Chancellor Business Services	Presentation and approval of the Adopted Budget, Board of Trustees
Wed, Sep 11	Budget & Grants Manager and Information Technology Services	Load adopted budget into Banner Finance