

**Gavilan Joint Community College District  
Budget Planning Calendar for FY 2011 - 2012**

**Approved by the Board of Trustees on January 11, 2011**

<b>Deadline Date</b>	<b>Event</b>	<b>Responsible Party</b>
<b>January 2011</b>		
January 11	Approval of budget calendar	Board of Trustees
January 11	Completion of Board of Trustee goals	President / Board of Trustees
January 14	State budget workshop-Sacramento	Cabinet
January 17	Distribute FY 2011-2012 position control file (Group 1 and 2), all positions, all departments, all funds for permanent and non-permanent staff to Cabinet for review.	Vice President of Administrative Services Director, Business Services, and Director, Human Resources
January 17	Distribute FY 2011-2012 budget line item detail for other expenditures (4/5/6's) for all departments/all funds to Cabinet for review	Vice President of Administrative Services Director, Business Services, and Director, Human Resources
January 21	Complete review/ranking of program plans	Cabinet
January	Program plan and budgets requests loaded into database	Webmaster
<b>February 2011</b>		
February 8	Mid-year review of budget to actual expenditures, all funds for FY 2010-2011	Vice President of Administrative Services Director, Business Services
February	Development of Strategic Plan (Budget Guidelines)	President
February 14	Begin assessing the Status of FY 2010-2011 Budget Guidelines (Strategic Plan) and Board goals	Cabinet/President
February 14	Review Group 1 and 2 and 4/5/6's by program with President	Cabinet
February	Begin prioritization process of program plans with budget requests	College Budget Committee
February 22	Reconciliation of position control file, (Group 1 and 2), all positions, all departments, all funds due to VP of Administrative Services	Cabinet
February 22	Budget line item detail for other expenditures (4/5/6's) for all departments/all funds to the VP of Administrative Services	Cabinet

<u>Deadline Date</u>	<u>Event</u>	<u>Responsible Party</u>
<b>March 2011</b>		
March 8	FY 2011-2012 position control file, (Group 1 and 2) projections (Version #1) due to Director, Business Services	Director, Human Resources
March 9	Approval of FY 2011-2012 Budget Guidelines (Strategic Plan)	President's Council
March 16	Revenue and expenditures calculations; general fund only (Exhibit 2, Version #1) due to Cabinet	Director, Business Services
March 21	First draft of FY 2011-2012 Tentative Budget to President	Cabinet
March 23	Review revenue and expenditure calculations with Board and College Budget Committees	Vice President of Administrative Services
March 28	Final deadline for changes to the Tentative Budget document due to VP of Administrative Services	Cabinet
<b>April 2011</b>		
April	Cost out summer/fall class schedule	Deans
April 13	Submit prioritized program plans with budget requests to President's Council	College Budget Committee
April 13	FY 2011-2012 Strategic Plan to Board of Trustees	President
April 18	Revenue and expenditures calculation; all funds (Exhibit 2, Version #2) due to Cabinet	Director, Business Services
April 18	Final status of prior year Budget Guidelines to VP of Administrative Services	President
April 20	Board and College Budget Committee review of Tentative Budget document	Vice President of Administrative Services
April 27	Program plans with budget requests recommendation to President	President's Council
April 29	Final revenue and expenditures calculation; all funds (Exhibit 2, Version #3) due to VP Administrative Services	Director, Business Services
<b>May 2011</b>		
May	Governor's May revise with district review	Cabinet
May 18	Complete Tentative Budget to printer	Vice President of Administrative Services
<b>June 2011</b>		
June 14	Tentative Budget adopted by Board of Trustees	Board of Trustees

<u>Deadline Date</u>	<u>Event</u>	<u>Responsible Party</u>
<b>July 2011</b>		
July	State final budget with district review	Cabinet
July 11	Revise Tentative Budget for Final Budget Distribute Group 1 and 2 and 4/5/6's to Cabinet	Director, Business Services and Director, Human Resources
July 18	Final deadline for the addition of new positions (Group 1 and 2) to the Final Budget. Freeze position file for Final Budget document due to VP of Administrative Services	Cabinet
July 25	Changes in budget line item detail for other expenditures (4/5/6's) department budgets, all funds due to VP of Administrative Services	Cabinet
July	Procedure and preliminary financial audit	Vice President of Administrative Services Director, Business Services, and Director, Human Resources
<b>August 2011</b>		
August 8	Board Budget Committees review of Final Budget (College Committee does not meet in the summer)	Vice President of Administrative Services
August 15	Categorical year-end close, FY 2010-2011	Director, Business Services
August 19	Complete Final Budget to printer	Vice President of Administrative Services
August 31	All funds year-end close, FY 2010-2011	Director, Business Services
<b>September 2011</b>		
September	Review Final Budget with College Budget Committee	Vice President of Administrative Services
September 13	Approve Final Budget	Board of Trustees
<b>October 2011</b>		
October	Final financial and compliance audit	Vice President of Administrative Services Director, Business Services, various program managers, VPs, and Deans
<b>November 2011</b>		
November	Board and College Budget Committees development of 2012-13 budget calendar	Vice President of Administrative Services
November	Cost out intersession/spring class schedule	Deans
November	Input of program plans and budget requests completed.	Staff

<u>Deadline Date</u>	<u>Event</u>	<u>Responsible Party</u>
<b>December 2011</b>		
December 15	Program plans with budget requests for FY 2012-13 submitted to College Budget Committee for prioritization	Cabinet
December	Complete review/rank of program plans with budget requests	Managers, Supervisors, and Deans
December	Complete 90% of adjunct salary assignments	Deans
<b>January 2012</b>		
January 10	Approval of budget calendar	Board of Trustees
January 10	Approval of financial audit	Board of Trustees
January	State budget workshop, Sacramento	Cabinet
January	Distribute FY 2012-2013 position control file (Group 1 and 2), all positions, all departments, all funds for permanent and non-permanent staff to Cabinet for review.	Vice President of Administrative Services Director, Business Services, and Director, Human Resources
January	Complete review/ranking of program plans	Cabinet
January	Program plan and budgets requests loaded into database	Webmaster
January	Distribute FY 2012-2013 budget line item detail for other expenditures (4/5/6's) for all departments/all funds to Cabinet for review	Vice President of Administrative Services Director, Business Services, and Director, Human Resources