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| **Gavilan Joint Community College District** |
| **Budget Planning Calendar for FY 2016 - 17** |
| **To Be Approved by the Board of Trustees on November 10, 2015** |
|  |  |  |
| Deadline Date | Event | Responsible Party |
|  |  |  |
| November 2015 |  |  |
|  |  |  |
| November 6 | Input of program plans and budget requests completed. | Staff |
| November 10 | Approval of budget calendar for 2016-17 | Board of Trustees |
| December 2015 |  |  |
| December 8December 14 | Approval of financial audit for 2014-15Complete review/rank of program plans with budget requests | Board of TrusteesManagers, Supervisors, and Deans |
|  |  |  |
| December 18 | Complete 90% of adjunct salary assignments | Deans |
| January 2016 |  |  |
|  |  |  |
| January 11January 11 | Governor’s Budget Proposal for 2016-17 isreleasedCabinet complete review/ranking of program plans | GovernorCabinet |
| January 12 | Completion of Board of Trustee goals | President / Board of Trustees |
|  |  |  |
| January 13 | Distribute FY 2016-17 position control file (Group 1 and 2), all positions, all departments, all funds for permanent and non-permanent staff to Cabinet for review.  | Director, Human Resources |
|  |  |  |
| January  | State budget workshop-Sacramento | Cabinet and Director, Business Services  |
|  |  |  |
| January 25 | Distribute FY 2015-16 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 and Director, Business Services |
|  |  |  |
| January 29 | Program plan and budgets requests loaded into database | Webmaster |
|  |  |  |
| February 2016 |  |  |
|  |  |  |
| February 4 | Mid-year review of budget to actual expenditures, all funds for FY 2015-16 | Vice President of Administrative Services and Director, Business Services  |
|  |  |  |
| February 10 | Development of Strategic Plan (Budget Guidelines) | President  |
|  |  |  |
| Deadline Date | Event | Responsible Party |
|  |  |  |
| February 12 | Begin prioritization process of program plans with budget requests | College Budget Committee |
|  |  |  |
| February 15 | Reconciliation of position control file, (Group 1 and 2), all positions, all departments, all funds due to Director of Human Resources | Cabinet |
|  |  |  |
| February 15 | Budget line item detail for other expenditures (4/5/6’s) for all departments/all funds to the VP of Administrative Services | Cabinet |
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| March 2016 |  |  |
|  |  |  |
| March 7 | FY 2016-17 position control file, (Group 1 and 2) projections (Version #1) due to Director, Business Services | Director, Human Resources |
|  |  |  |
| March 11 | Approval of FY 2016-17 Budget Guidelines (Strategic Plan) | President’s Council |
|  |  |  |
| March 14 | Submit prioritized program plans with budget requests to President’s Council | College Budget Committee |
|  |  |  |
| March 18 | Revenue and expenditures calculations; general fund only (Exhibit 2, Version #1) due to Cabinet | Director, Business Services andDirector, Human Resources |
|  |  |  |
| March 21 | Final deadline for changes to the Tentative Budget document due to VP of Administrative Services | Cabinet |
|  |  |  |
| March 23 | Program plans with budget requests recommendation to President | President’s Council |
| March 31 | Review revenue and expenditure calculations with Board and College Budget Committees | Director, Business Services |
|  |  |  |
|  |  |  |
| April 2016 |  |  |
|  |  |  |
| April | Cost out summer/fall class schedule | Vice President of Instructional Services, Vice President of Student Services, and Deans |
|  |  |  |
| April 8 | FY 2016-17 Strategic Plan to Board of Trustees | President |
|  |  |  |
| April 13 | Revenue and expenditures calculation; all funds (Exhibit 2, Version #2) due to Cabinet | Director, Business Services and Director, Human Resources |
|  |  |  |
| April 15 | Final status of prior year Budget Guidelines to VP of Administrative Services | President |
|  |  |  |
| April 18 | Board and College Budget Committee review of Tentative Budget document | Director, Human Resources |
|  |  |  |
| April 29 | Final revenue and expenditures calculation; all funds (Exhibit 2, Version #3) due to VP Admin. Services | Director, Business Services and Director, Human Resources |
| Deadline Date | Event | Responsible Party |
|  |  |  |
| May 2016 |  |  |
|  |  |  |
| May  | Governor’s May revise with district review | Cabinet |
|  |  |  |
| May 23May 25 | Complete Tentative Budget to printerRe-review of prioritized program plans with budget requests in light of May revise revenue assumptions and expenditures  | Vice President of Administrative ServicesCollege Budget Committee |
|  |  |  |
| June 2016 |  |  |
|  |  |  |
| June 14 | Tentative Budget adopted by Board of Trustees | Board of Trustees |
| June 20 | Preliminary financial and compliance audit | Vice President of Administrative Services, Director, Business Services, various program managers, VPs, and Deans |
|  |  |  |
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| July 2016 |  |  |
|  |  |  |
| July  | State budget workshop | Cabinet and Director, Business Services |
|  |  |  |
| July 12July 13 | Revise Tentative Budget for Final BudgetRe-review of prioritized program plans with budget requests in light of actual Budget Act revenue assumptions and expenditures | Director, Business Services and Director, Human ResourcesCollege Budget Committee |
| 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 |
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| August 2016 |  |  |
|  |  |  |
| August 10 | Board Budget Committees review of Final Budget (College Committee does not meet in the summer) | Director, Business Services |
|  |  |  |
| August 15 | Categorical year-end close, FY 2015-16 | Director, Business Services |
|  |  |  |
| August 29 | Complete Final Budget to printer | Vice President of Administrative Services |
| Deadline Date | Event | Responsible Party |
| August 31 | All funds year-end close, FY 2015-16 | Director, Business Services |
|  |  |  |
| September 2016 |  |  |
|  |  |  |
| September 7 | Review Final Budget with College Budget Committee | Director, Business Services |
|  |  |  |
| September 12 | Database available for input of FY 2016-17 program plans with or without budget requests. | Staff |
|  |  |  |
| September 19 | Final financial and compliance audit | Vice President of Administrative Services, Director Business Services, various program managers, VPs, and Deans |
|  |  |  |
| October 2016 |  |  |
|  |  |  |
| October 17 | Draft Audited Financial Statements Review | Vice President of Administrative Services, Director Business Services |
|  |  |  |
| November 2016 |  |  |
|  |  |  |
| November 3  | Input of program plans and budget requests completed. | Staff |
|  |  |  |
| November 8 | Board and College Budget Committees development of FY 2016-17 budget calendar | Director, Business Services |
|  |  |  |
| November 28 | Cost out intersession/spring class schedule | Vice President of Instructional Services, Vice President of Student Services, and Deans |
|  |  |  |
| December 2016 |  |  |
|  |  |  |
|  |  |  |
| December 2 | Complete review/rank of program plans with budget requests | Managers, Supervisors, and Deans |
| December 13 | Approval of financial audit for 2015-16 | Board of Trustees |
| December 16 | Complete 90% of adjunct salary assignments | Deans |
|  |  |  |
|  |  |  |
| January 2017 |  |  |
|  |  |  |
| January 9 | Cabinet complete review/ranking of program plans with budget requests. | Cabinet |
|  |  |  |
| January 10 | Approval of budget calendar | Board of Trustees |
|  |  |  |
| January 13 | Completion of Board of Trustees goals | President / Board of Trustees |
|  |  |  |
| January | State budget workshop, Sacramento | Cabinet |
|  |  |  |
| January 20 | Distribute FY 2017-18 position control file (Group 1 and 2), all positions, all departments, all funds for permanent and non-permanent staff to Cabinet for review. | Director Human Resources |
|  |  |  |
| Deadline Date | Event | Responsible Party |
|  |  |  |
| January 30 | Distribute FY 2017-18 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 and Director, Business Services |
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