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| **Gavilan Joint Community College District** |
| **Budget Planning Calendar for FY 2017 - 18** |
|  |
|  |  |  |
| Deadline Date | Event | Responsible Party |
|  |  |  |
| November 2016 |  |  |
|  |  |  |
| November 1 | Input of program plans and budget requests completed. | Staff |
| November 8 | Approval of budget calendar for 2017-18 | Board of Trustees |
| December 2016 |  |  |
| December 13December 15 | Approval of financial audit for 2015-16Complete review/rank of program plans with budget requests | Board of TrusteesManagers, Supervisors, and Deans |
|  |  |  |
| December 22 | Complete 90% of adjunct salary assignments | Deans |
| January 2017 |  |  |
|  |  |  |
| January 9January 9 | Governor’s Budget Proposal for 2017-18 isreleasedCabinet complete review/ranking of program plans | GovernorCabinet |
| January 10 | Completion of Board of Trustee goals | President / Board of Trustees |
|  |  |  |
| January 16 | 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 18 | State budget workshop-Sacramento | Cabinet and Director, Business Services  |
|  |  |  |
| January 23 | Distribute FY 2016-17 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 31 | Program plan and budgets requests loaded into database | Webmaster |
|  |  |  |
| February 2017 |  |  |
|  |  |  |
| February 9 | Mid-year review of budget to actual expenditures, all funds for FY 2016-17 | Vice President of Administrative Services and Director, Business Services  |
|  |  |  |
| February 13 | Development of Strategic Plan (Budget Guidelines) | President  |
|  |  |  |
| Deadline Date | Event | Responsible Party |
|  |  |  |
| February 14 | Begin prioritization process of program plans with budget requests | College Budget Committee |
|  |  |  |
| February 16 | Reconciliation of position control file, (Group 1 and 2), all positions, all departments, all funds due to Director of Human Resources | Cabinet |
|  |  |  |
| February 20 | 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 2017 |  |  |
|  |  |  |
| March 7 | FY 2017-18 position control file, (Group 1 and 2) projections (Version #1) due to Director, Business Services | Director, Human Resources |
|  |  |  |
| March 8 | Approval of FY 2017-18 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 20 | Final deadline for changes to the Tentative Budget document due to VP of Administrative Services | Cabinet |
|  |  |  |
| March 22 | 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 2017 |  |  |
|  |  |  |
| April | Cost out summer/fall class schedule | Vice President of Instructional Services, Vice President of Student Services, and Deans |
|  |  |  |
| April 7 | FY 2017-18 Strategic Plan to Board of Trustees | President |
|  |  |  |
| April 17 | Revenue and expenditures calculation; all funds (Exhibit 2, Version #2) due to Cabinet | Director, Business Services and Director, Human Resources |
|  |  |  |
| April 19 | Final status of prior year Budget Guidelines to VP of Administrative Services | President |
|  |  |  |
| April 24 | Board and College Budget Committee review of Tentative Budget document | Director, Human Resources |
|  |  |  |
| April 28 | 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 2017 |  |  |
|  |  |  |
| May 15 | Governor’s May revise with district review | Cabinet |
|  |  |  |
| May 26May 29 | 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 2017 |  |  |
|  |  |  |
| June 13 | Tentative Budget adopted by Board of Trustees | Board of Trustees |
| June 30 | Preliminary financial and compliance audit | Vice President of Administrative Services, Director, Business Services, various program managers, VPs, and Deans |
|  |  |  |
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| July 2017 |  |  |
|  |  |  |
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| July 10 | Re-review of prioritized program plans with budget requests in light of actual Budget Act revenue assumptions and expenditures | College Budget Committee |
| July 19 | 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 27 | 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 2017 |  |  |
|  |  |  |
|  |  |  |
| August 1 August 14 | State budget workshopRevise Tentative Budget for Final Budget | Cabinet and Director, Business ServicesDirector, Business Services |
|  |  |  |
| 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 2016-17 | Director, Business Services |
|  |  |  |
| August 28 | Complete Final Budget to printer | Vice President of Administrative Services |
| Deadline Date | Event | Responsible Party |
| August 31 | All funds year-end close, FY 2016-17 | Director, Business Services |
|  |  |  |
| September 2017 |  |  |
|  |  |  |
| September 12 | Review Final Budget with College Budget Committee | Director, Business Services |
|  |  |  |
| September 18 | Database available for input of FY 2017-18 program plans with or without budget requests. | Staff |
|  |  |  |
| September 22 | Final financial and compliance audit | Vice President of Administrative Services, Director Business Services, various program managers, VPs, and Deans |
|  |  |  |
| October 2017 |  |  |
|  |  |  |
| October 31 | Draft Audited 2016-17 Financial Statements Review | Vice President of Administrative Services, Director Business Services |
|  |  |  |
| November 2017 |  |  |
|  |  |  |
| November 6  | Input of program plans and budget requests completed. | Staff |
|  |  |  |
| November 14 | Board and College Budget Committees development of FY 2017-18 budget calendar | Director, Business Services |
|  |  |  |
| November 27 | Cost out intersession/spring class schedule | Vice President of Instructional Services, Vice President of Student Services, and Deans |
|  |  |  |
| December 2017 |  |  |
|  |  |  |
|  |  |  |
| December 4 | Complete review/rank of program plans with budget requests | Managers, Supervisors, and Deans |
| December 12 | Approval of financial audit for 2016-17 | Board of Trustees |
| December 16 | Complete 90% of adjunct salary assignments | Deans |
|  |  |  |
|  |  |  |
| January 2018 |  |  |
|  |  |  |
| January 5 | Cabinet complete review/ranking of program plans with budget requests. | Cabinet |
|  |  |  |
| January 9 | Approval of budget calendar | Board of Trustees |
|  |  |  |
| January 15 | Completion of Board of Trustees goals | President / Board of Trustees |
|  |  |  |
| January 18 | State budget workshop, Sacramento | Cabinet |
|  |  |  |
| January 22 | Distribute FY 2018-19 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 31 | Distribute FY 2018-19 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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