

**Gavilan Joint Community College District
Budget Planning Calendar for FY 2018 - 19**

<u>Deadline Date</u>	<u>Event</u>	<u>Responsible Party</u>
November 2017		
November 1	Input of program plans and budget requests completed.	Staff
November 14	Approval of budget calendar for 2018-19	Board of Trustees
December 2017		
December 12	Approval of financial audit for 2016-17	Board of Trustees
December 15	Complete review/rank of program plans with budget requests	Managers, Supervisors, and Deans
December 29	Complete 90% of adjunct salary assignments	Deans
January 2018		
January 8	Governor's Budget Proposal for 2018-19 is released	Governor
January 8	Cabinet complete review/ranking of program plans	Cabinet
January 9	Completion of Board of Trustee goals	President / Board of Trustees
January 19	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.	AVP, Human Resources & Labor Relations
January 17	State budget workshop-Sacramento	Cabinet and AVP, Business Services & Security
January 27	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 AVP, Business Services & Security
January 31	Program plan and budgets requests loaded into database	Webmaster
February 2018		
February 8	Mid-year review of budget to actual expenditures, all funds for FY 2017-18	Vice President of Administrative Services and AVP, Business Services & Security
February 12	Development of Strategic Plan (Budget Guidelines)	President

<u>Deadline Date</u>	<u>Event</u>	<u>Responsible Party</u>
February 16	Begin prioritization process of program plans with budget requests	College Budget Committee
February 19	Reconciliation of position control file, (Group 1 and 2), all positions, all departments, all funds due to Director of Human Resources	Cabinet
February 23	Budget line item detail for other expenditures (4/5/6's) for all departments/all funds to the VP of Administrative Services	Cabinet

March 2018

March 5	FY 2018-19 position control file, (Group 1 and 2) projections (Version #1) due to AVP, Business Services & Security	AVP, Human Resources & Labor Relations
March 14	Approval of FY 2018-19 Budget Guidelines (Strategic Plan)	President's Council
March 16	Submit prioritized program plans with budget requests to President's Council	College Budget Committee
March 19	Revenue and expenditures calculations; general fund only (Exhibit 2, Version #1) due to Cabinet	AVP, Business Services & Security and AVP, Human Resources & Labor Relations
March 19	Final deadline for changes to the Tentative Budget document due to VP of Administrative Services	Cabinet
March 26	Program plans with budget requests recommendation to President	President's Council
March 30	Review revenue and expenditure calculations with Board and College Budget Committees	AVP, Business Services & Security

April 2018

April 6	Cost out summer/fall class schedule	Vice President of Instructional Services, Vice President of Student Services, and Deans
April 10	FY 2018-19 Strategic Plan to Board of Trustees	President
April 16	Revenue and expenditures calculation; all funds (Exhibit 2, Version #2) due to Cabinet	AVP, Business Services & Security and AVP, Human Resources & Labor Relations
April 20	Final status of prior year Budget Guidelines to VP of Administrative Services	President
April 25	Board and College Budget Committee review of Tentative Budget document	AVP, Human Resources & Labor Relations

<u>Deadline Date</u>	<u>Event</u>	<u>Responsible Party</u>
April 30	Final revenue and expenditures calculation; all funds (Exhibit 2, Version #3) due to VP Admin. Services	AVP, Business Services & Security and AVP, Human Resources & Labor Relations
May 2018		
May 14	Governor's May revise with district review	Cabinet
May 28	Complete Tentative Budget to printer	Vice President of Administrative Services
May 30	Re-review of prioritized program plans with budget requests in light of May revise revenue assumptions and expenditures	College Budget Committee
June 2018		
June 12	Tentative Budget adopted by Board of Trustees	Board of Trustees
June 29	Preliminary financial and compliance audit	Vice President of Administrative Services, AVP, Business Services & Security, various program managers, VPs, and Deans
July 2018		
July 11	Re-review of prioritized program plans with budget requests in light of actual Budget Act revenue assumptions and expenditures	College Budget Committee
July 17	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 31	Changes in budget line item detail for other expenditures (4/5/6's) department budgets, all funds due to VP of Administrative Services	Cabinet
August 2018		
August 1	State budget workshop	Cabinet and AVP, Business Services & Security
August 13	Revise Tentative Budget for Final Budget	AVP, Business Services & Security
August 14	Board Budget Committees review of Final Budget (College Committee does not meet in the summer)	AVP, Business Services & Security

<u>Deadline Date</u>	<u>Event</u>	<u>Responsible Party</u>
August 17	Categorical year-end close, FY 2017-18	AVP, Business Services & Security
August 31	Complete Final Budget to printer	Vice President of Administrative Services
August 31	All funds year-end close, FY 2017-18	AVP, Business Services & Security

September 2018

September 11	Review Final Budget with College Budget Committee	AVP, Business Services & Security
September 18	Database available for input of FY 2018-19 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 2018

October 31	Draft Audited 2017-18 Financial Statements Review	Vice President of Administrative Services, Director Business Services
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November 2018

November 13	Approval of budget calendar for 2019-20	Board of Trustees
November 9	Input of program plans and budget requests completed.	Staff
November 16	Board and College Budget Committees development of FY 2019-20 budget calendar	AVP, Business Services & Security
November 26	Cost out intersession/spring class schedule	Vice President of Instructional Services, Vice President of Student Services, and Deans

December 2018

December 5	Complete review/rank of program plans with budget requests	Managers, Supervisors, and Deans
December 11	Approval of financial audit for 2017-18	Board of Trustees
December 17	Complete 90% of adjunct salary assignments	Deans

<u>Deadline Date</u>	<u>Event</u>	<u>Responsible Party</u>
January 2019		
January 7	Cabinet complete review/ranking of program plans with budget requests.	Cabinet
January 8	Completion of Board of Trustees goals	President / Board of Trustees
January 16	State budget workshop, Sacramento	Cabinet
January 25	Distribute FY 2019-20 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 31	Distribute FY 2019-20 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 AVP, Business Services & Security