

**CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT
BUDGET DEVELOPMENT CALENDAR
2020-21**

DATE	RESPONSIBILITY	ACTION
Tentative Budget		
Fri, Jan 10	Vice Chancellor Business Services	Governor releases budget
Tues, Jan 14	Vice Chancellor Business Services	Present Governor's January Proposed Budget to Board
Wed, Jan 15	Vice Chancellor Business Services, College Vice Presidents, Director Business Services, Budget Officer	Attend statewide workshop on Governor's proposed budget in Sacramento
Wed, Jan 22	Vice Chancellor Business Services, Director Business Services, Budget Officer	Finalize budget priorities and assumptions for tentative budget, draft revenue allocation model
Fri, Jan 24	Planning & Budget Committee - Special Meeting	Review Governor's Proposed Budget Review tentative budget including revenue and expense assumptions and revenue allocation model
Mon, Feb 3	Vice Chancellor Educational Services	Prepare DEMC enrollment projection
Fri, Feb 7	Planning & Budget Committee	Review tentative budget including revenue and expense assumptions and revenue allocation model
Mon, Feb 24	District Budget Officer, Information Technology Services	Send out initial position control worksheets to colleges and district cost centers [via e-mail/Excel] - version A
Fri, Mar 6	Planning & Budget Committee	Review revised revenue allocation model based on most recent information about new funding formula
Fri, Mar 6	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 9	Senior Leadership Team	Review tentative budget and revenue/expense assumptions and new funding formula at Senior Leadership Team Meeting
Mon, Mar 9	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 13	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 District Budget Officer [via e-mail]
Fri, Mar 13	Information Technology Services	Data loaded into Budget Development module for site-specific revenue and discretionary accounts (all fund types) [Budget Development module]
Fri, Mar 13	Vice Chancellor Educational Services	Submit any FTES/FTEF changes to District Budget Officer, along with DEMC sheet [via e-mail]
Fri, Mar 20	Information Technology Services, District Budget Officer	Schedule training for new users of Budget Development module [in person] Chabot and LPC (3/20-4/3/20)
Fri, Mar 20	District Budget Officer	Send out revenue allocation model to colleges and district cost centers [via e-mail/Excel]
Fri, Mar 27	College VPs Administrative Services and District Cost Center Managers	Submit position control worksheets with any changes to District Budget Officer [via e-mail/Excel]
Fri, Apr 3	College VP Administrative Services, Information Technology Services	Deadline for new users of Budget Development module
Fri, Apr 3	Planning & Budget Committee	Provide Update to Tentative Budget
Fri, Apr 24	College VPs Administrative Services, District Cost Center Managers, District Budget Officer	Input site-specific revenue and discretionary expenditures (all fund types) [Budget Development module]
Fri, Apr 24	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 27	Senior Leadership Team	Review revenue allocation model, placemat, 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
Fri, May 1	District Budget Officer	Prepare draft Tentative Budget (revenue allocation model, placemat, budget book templates) and review with Vice Chancellor Business Services and Director Business Services
Fri, May 1	Planning & Budget Committee	Provide Update to Tentative Budget
Fri, May 8	Vice Chancellor Business Services, Director Business Services, District Budget Officer	Review draft tentative budget
Mon, May 11	Senior Leadership Team	Review final tentative budget at Senior Leadership Team meeting: placemat, revenue allocation model, budget book templates, position control and related employee benefits

Tues, May 12	District Budget Officer	Prepare Governor's May Revise Budget in Brief
Tues, May 12- Mon, Jun 1	Vice Chancellor Business Services, Director Business Services, District Budget Officer	Prepare Tentative Budget book
Fri, May 15	Planning & Budget Committee	Review Governor's May Revise
Tues, Jun 9	Chancellor's Office	Mail Tentative Budget to Board of Trustees
Tues, Jun 16	Chancellor, Vice Chancellor Business Services	Recommend adoption of Tentative Budget to Board of Trustees, Tentative Budget adopted
Fri, Jun 26	District Budget Officer, Information Technology Services	Load approved Tentative Budget into Banner Finance

Adopted Budget

Fri, May 15	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]
Fri, May 22	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, May 29	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, & District Budget Office [via e-mail]
Fri, May 29	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]
Fri, May 29	Vice Chancellor Educational Services	Submit any FTES/FTEF changes to District Budget Officer, along with DEMC sheet [via e-mail]
Mon, Jun 1	District Budget Officer	Send out final position control worksheets and revenue allocation model to colleges and district cost centers [via e-mail/Excel]
Fri, Jun 12	College VPs Administrative Services, District Cost Center Managers	Submit position control worksheets with any changes to District Budget Officer [via e-mail/Excel]
Wed, Jun 17	District Budget Officer and Information Technology Services	Input changes to position control in Banner, calculate position control salaries, and calculate fringe benefits
Fri, Jun 19	College VPs Administrative Services, District Cost Center Managers	Input site-specific revenue and discretionary expenses (all fund types) [Budget Development module]
Fri, Jun 22	Budget Officer and Information Technology Services	Review position control for accuracy and load salaries and fringe benefits into Budget Development module Send out final position control and fringe benefit spreadsheets
Fri, Jun 26	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
Wed, Jul 1	District Budget Officer	Prepare draft Adopted Budget (revenue allocation model, placemat, budget book templates) and review with Vice Chancellor Business Services and Director Business Services
Wed, Jul 8	Vice Chancellor Business Services, Director Business Services, Budget Officer	Review draft adopted budget
Mon, Jul 13	Senior Leadership Team	Review revenue allocation model, placemat, 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
Tues, Jul 14- Fri, Jul 31	Vice Chancellor Business Services, Director Business Services, District Budget Officer	Prepare adopted budget book for submission to the Board of Trustees
Thurs, Jul 30	Planning & Budget Committee	Review changes from Tentative Budget to Adopted Budget
Fri, Jul 31	Budget Officer	Publish public notice in newspaper (two consecutive weeks)
Fri, Aug 7	Budget Officer	Budget available for public inspection
Tues, Aug 11	Chancellor	Mail Adopted Budget to Board of Trustees
Thurs, Aug 13	Convocation	Las Positas College
Tues, Aug 18	Chancellor, Vice Chancellor Business Services	Recommend Adopted Budget to Board of Trustees (First Reading)
Tues, Sep 8	Chancellor, Vice Chancellor Business Services	Approval of the Adopted Budget, Board of Trustees (Second Reading)
Wed, Sep 9	District Budget Officer and Information Technology Services	Load adopted budget into Banner Finance