CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT
BUDGET DEVELOPMENT CALENDAR
2022-23

DATE	RESPONSIBILITY	ACTION

Tentative Budget

DATE	RESPONSIBILITY	ACTION
Mon, Jan 10	Vice Chancellor Business Services	Governor releases budget
Tues, Jan 18	Vice Chancellor Business Services	Present Governor's January Proposed Budget to Board
Wed, Jan 19	Vice Chancellor Business Services, College Vice Presidents, Director Business Services, Budget Officer	Attend statewide workshop on Governor's proposed budget in Sacramento
Wed, Jan 19	Vice Chancellor Business Services, Director Business Services, Budget Officer	Finalize budget priorities and assumptions for tentative budget, draft revenue allocation model
Fri, Jan 21	**Planning & Budget Committee - Special Meeting**	**Review Governor's Proposed Budget**
Mon, Jan 31	Vice Chancellor Educational Services	Prepare DEMC enrollment projection
Fri, Feb 4	**Planning & Budget Committee**	**Review tentative budget including revenue and expense assumptions and revenue allocation model**
Mon, Feb 21	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 4	**Planning & Budget Committee**	**Review revised revenue allocation model based on most recent information about new funding formula**
Fri, Mar 4	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 7	**Senior Leadership Team**	**Review tentative budget and revenue/expense assumptions and new funding formula at Senior Leadership Team Meeting**
Mon, Mar 7	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 11	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 11	Information Technology Services	Data loaded into Budget Development module for site-specific revenue and discretionary accounts (all fund types) [Budget Development module]
Fri, Mar 11	Vice Chancellor Educational Services	Submit any FTES/FTEF changes to District Budget Officer, along with DEMC sheet [via e-mail]
Fri, Mar 11	Information Technology Services, District Budget Officer	Schedule training for new users of Budget Development module [in person] Chabot and LPC
Fri, Mar 18	District Budget Officer	Send out revenue allocation model to colleges and district cost centers [via e-mail/Excel]
Fri, Mar 25	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 22	College VP Administrative Services, Information Technology Services	Deadline for new users of Budget Development module
Fri, Apr 1	**Planning & Budget Committee**	**Provide Update to Tentative Budget**
Fri, Apr 22	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 22	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 25	**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, Apr 29	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, Apr 29	**Planning & Budget Committee**	**Provide Update to Tentative Budget**
Fri, May 6	Vice Chancellor Business Services, Director Business Services, District Budget Officer	Review draft tentative budget
Mon, May 9	**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 10	District Budget Officer	Prepare Governor's May Revise Budget in Brief
Tues, May 10-Tues, May 31	Vice Chancellor Business Services, Director Business Services, District Budget Officer	Prepare Tentative Budget book
Fri, May 13	**Planning & Budget Committee**	**Review Governor's May Revise**
Tues, Jun 7	Chancellor's Office	Mail Tentative Budget to Board of Trustees
Tues, Jun 21	Chancellor, Vice Chancellor Business Services	Recommend adoption of Tentative Budget to Board of Trustees, Tentative Budget adopted
Fri, Jun 27	District Budget Officer, Information Technology Services	Load approved Tentative Budget into Banner Finance

Adopted Budget

Fri, May 13	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 20	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 27	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 27	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 27	Vice Chancellor Educational Services	Submit any FTES/FTEF changes to District Budget Officer, along with DEMC sheet [via e-mail]
Tues, May 31	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 10	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 15	District Budget Officer and Information Technology Services	Input changes to position control in Banner, calculate position control salaries, and calculate fringe benefits
Fri, Jun 17	College VPs Administrative Services, District Cost Center Managers	Input site-specific revenue and discretionary expenses (all fund types) [Budget Development module]
Fri, Jun 24	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 24	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, Jun 29	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 6	Vice Chancellor Business Services, Director Business Services, Budget Officer	Review draft adopted budget
Mon, Jul 11	**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 12-Tues, Jul 26	Vice Chancellor Business Services, Director Business Services, District Budget Officer	Prepare adopted budget book for submission to the Board of Trustees
Fri Jul 29	**Planning & Budget Committee**	**Review changes from Tentative Budget to Adopted Budget**
Tues, Jul 26	Budget Officer	Publish public notice in newspaper (two consecutive weeks)
Fri, Aug 5	Budget Officer	Budget available for public inspection (Aug 5 and Aug 12)
Tues, Aug 9	Chancellor	Mail Adopted Budget to Board of Trustees
Tues, Aug 16	Chancellor, Vice Chancellor Business Services	Recommend Adopted Budget to Board of Trustees (First Reading)
Tues, Sep 13	Chancellor, Vice Chancellor Business Services	Approval of the Adopted Budget, Board of Trustees (Second Reading)
Wed, Sep 14	District Budget Officer and Information Technology Services	Load adopted budget into Banner Finance