

District Budget Calendar 2011-2012

<u>DATE</u>	<u>ITEM</u>	<u>RESPONSIBLE</u>
January 13, 2011	Budget calendar to Board of Trustees for adoption.	Vice Chancellor, Fiscal Svcs Board of Trustees
January 27, 2011 Special Board Meeting	Review budget outlook for remainder of 2010-2011 and for 2011-2012.	Vice Chancellor Fiscal Svcs, Board of Trustees
February 2, 2011	Projected Funds for 2011-2012 fiscal year and tentative distribution to campuses is determined at Chancellor's Cabinet.	Chancellor's Cabinet
February 10, 2011	Projected Funds for 2011-2012 fiscal year and tentative distribution to campuses is reviewed with District Budget Committee.	Vice Chancellor, Fiscal Svcs
February 10, 2011	Receive direction from the Board on budget development per AP 6200.	Vice Chancellor, Fiscal Svcs
March 1, 2011	Projected Funds for 2011-2012 fiscal year and tentative distribution to campuses is reviewed with District Assembly.	Vice Chancellor, Fiscal Svcs
March 14, 2011	Prior and current year line budgets, instructions packet, and due dates are distributed to Campus Presidents and Chancellor for distribution to responsibility centers.	Fiscal Services College Presidents Chancellor
March 14, 2011- April 21, 2011	Campus budget processes determine priorities, reallocation of funds, and responsibility center managers prepare budget forms for submittal to District Office.	Campus Staff
April 22, 2011	Budget reports to establish 2011-2012 Preliminary Budget are due at District Office	Campus Staff
May 4, 2011	Chancellor's Cabinet is updated on status of Preliminary Budget. Review, discussion and recommended adjustments as required.	Vice Chancellor, Fiscal Svcs Chancellor's Cabinet
May 12, 2011	District Budget Committee is updated on status of budget process and Preliminary Budget.	Vice Chancellor Fiscal Svcs, District Budget Committee

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May 12, 2011	Board is updated on status of budget process and receives a Preliminary Budget (no formal action is required).	Vice Chancellor, Fiscal Svcs
June 9, 2011	Tentative Budget is presented to the Board of Trustees for adoption.	Vice Chancellor Fiscal Svcs, Board of Trustees
June 9, 2011- July 22, 2011	Review of budget and development of final, adoption budget. Changes made based on internal discussion, changes in state financial picture.	Vice Chancellor, Fiscal Svcs Others
August 10, 2011	Draft of Final Budget discussed at Chancellor's Cabinet.	Vice Chancellor, Fiscal Svcs Chancellor's Cabinet
August 11, 2011	Draft of Final Budget discussed at District Budget Committee.	Vice Chancellor, Fiscal Svcs District Budget Committee
September 8, 2011	Public Hearing and adoption of Final 2011-2012 Budget by Board of Trustees.	Board of Trustees