

**FY2008 PLANNING AND BUDGETING SCHEDULE**  
**CITY COLLEGE OF SAN FRANCISCO**

The FY08-09 Annual Plan was completed and approved in February, 2008. The following steps are intended to serve as guidelines for the preparation of the FY08-09 Budget and Cost Center Unit Plans between March 20 and June 26, 2008.

<b>Planning and Budgeting Steps</b>		<b>Date</b>
1	PBC Meeting: Review of FY08 Budget Schedule	March 17, 2008
2	Chancellor's letter to Vice Chancellors and Major Cost Center Managers with CFO Letter/Guidelines	March 20
3	Vice Chancellor's Meeting to review budget process	March 20
4	Major Cost Center Manager's Meeting a. Budget Guidelines b. Major Cost Center Planning Guidelines	April 2 Sci 300 (3 pm)
5	Major Cost Center Planning Objectives Due to Vice Chancellor's	April 11
6	Completion and submission of Financial Budgets (Banner Budget Module open April 4 to 18, 2008)	April 18
7	PBC Meeting Budget	April 18
8	Initial draft of FY08-09 Financial Budget completed	April 21
9	PBC Meeting Budget	April 18
10	Cost Center Unit Plans to Research and Planning, Operational Plan Compiled	April 28
11	PBC Hearing	May 2
12	Board of Trustees Work Session	May 8
13	PBC reviews and recommends proposed plans and budget	May 19
14	Revisions of FY08 Budget completed	May 27
15	Board of Trustees Work Session on Budget	June 12
16	Meeting of Board of Trustees to adopt Interim (Cost-to-Continue) Budget	June 26
17	Draft of Internal Operational Plan completed a. Annual Plan, b. Divisional Plans, c. Indicators	June 27
18	Meetings of Board of Trustees in Work Session and to adopt Final Budget	September 11 & 25, 2008