

Annual Planning & Budgeting Calendar

Annual Planning Process	Month	Annual Budget Process
	September	Final Budget submitted to Board of Trustees for discussion and approval
College Plan published. PBC review & endorsement of College Plan.	October	College Plan finalized and budgeted
Program plans finalized for the next fiscal year (November 1 st) Unit plan (next fiscal year) development commences.	November	
Unit plan (next fiscal year) development	December	
Mid-year updates and evaluations of previous years Annual Plans	January	Governors State Budget Update
Unit plan Divisional finalization	February	
Unit plans finalized for the next fiscal year (March 1 st)	March	
Area plans prioritized (April 15 st)	April	Determine enrollment targets, sections to be taught, and full- and Faculty Obligation Number (FON) Vice Presidents jointly determine ongoing operational costs including: 1. Full-time salaries 2. Benefits, Utilities, GASB 3. Legal and contract obligations Develop Line Item Budgets
Draft College Plans compiled for next fiscal year (May 15 th)	May	May Revise Tentative budget for PBC review, discussion and recommendation
	June	Tentative Budget is presented to the Board.
Final updates and evaluation of annual plan recommendations College Plan presentation and discussion	July	Tentative Budget is rolled into active status (purchasing can begin)
	August	Final revenue and expenditure adjustments made to budget Final Budget 1 st and 2 nd review