

San Francisco Community College District

Annual Budget Development Calendar

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November	<ul style="list-style-type: none"> • 311-Q1 due to the State Chancellor's Office by November 15th. • 311-Q1 reviewed at the Board Committee of the Whole and the PGC Budget Committee. • PGC Budget representative presents the 311-Q1 to the PGC Counsel.
January	<ul style="list-style-type: none"> • Governor releases his/her Budget Proposal on or around January 10th. • The Joint Budget Analysis of the January Budget Proposal is presented to PGC Budget Committee, Committee of the Whole, and the full Board.
February	<ul style="list-style-type: none"> • Finance reviews preliminary position control and associated budgets. • Finance issues non-personnel budget build-up sheets, with instructions and due dates to the Vice Chancellors for distribution to managers with budget responsibility. • Finance staff meet with Budget Managers to go over budget requirements for next fiscal year. Division budget sheets are due at the end of March. • 311-Q2 report due February 15th. • 311-Q2 reviewed at the Board Committee of the Whole and the PGC Budget Committee. • PGC Budget representative presents the 311-Q2 to the PGC Counsel. • PGC Budget reviews in a joint meeting the current mid-year projections. • PGC Budget Committee/Enrollment Management Committees reviews in a joint meeting next year's enrollment projections.
March	<ul style="list-style-type: none"> • Finance presents preliminary Budget Assumptions.
April	<ul style="list-style-type: none"> • Review of Division Budget non-personnel budget sheets and compile institutional resource needs. • Position control worksheets are sent to the Chancellor and Vice Chancellors for review and validation of permanent positions. Due back to Finance by end of April.
May	<ul style="list-style-type: none"> • 311-Q3 report due May 15th. • 311-Q3 reviewed at the Board Committee of the Whole and the PGC Budget Committee. • PGC Budget representative presents the 311-Q3 to the PGC Counsel. • Receive resource needs from the Program Review process to be included in the Tentative budget • Prepare Draft Tentative Budget • Finance presents Draft Tentative Budget at PGC Budget Committee and to the Board • A representative of PGC Budget Committee presents the Tentative Budget Draft to the PGC.

June	<ul style="list-style-type: none"> • Finance conducts a budget workshop with the Board Committee of the Whole. • Board approves the Tentative Budget at its June Board meeting. • State enacts budget in mid-June.
July	<ul style="list-style-type: none"> • Finance presents preliminary year-end closing figures to the PGC Budget Committee. • Department non-personnel budget needs are updated as needed, then submits them to Finance. • Finance and PGC Budget Committee continue budget development/updates toward Adoption Budget.
August	<ul style="list-style-type: none"> • Finance and PGC Budget Committee continue budget development/updates toward Adoption Budget. • Draft Adoption Budget presented for review by Chancellor's Cabinet, PGC Budget, Board Committee of the Whole • PGC Budget Committee representative presents the Draft Adoption Budget and to the PGC Council.
September	<ul style="list-style-type: none"> • Public Hearing and adoption of Final Budget. • Present finalized prior year actuals.
October	<ul style="list-style-type: none"> • Finalize and submit the 311-Annual Financial Report by October 15th. • Present 311-A to PGC Budget Committee and Board Committee of the Whole.