

**BUDGET DEVELOPMENT PLANNING CALENDAR**

RC Development

SCCCD Development

<p><b><u>JULY</u></b></p> <ul style="list-style-type: none"> <li>Classified training (Non-Instructional programs)</li> </ul>	<p><b><u>JANUARY</u></b></p> <ul style="list-style-type: none"> <li>Governors' January Budget</li> <li>2<sup>nd</sup> Thursday Overall Prioritization determined</li> <li>4<sup>th</sup> Thursday Overall Prioritization determined</li> </ul>
<p><b><u>AUGUST</u></b></p> <ul style="list-style-type: none"> <li>CY Final Budget to District</li> <li>Duty Day – Academic Training (Instructional Programs)</li> <li>NY Budget Development Worksheets to Programs to develop requests &amp; complete worksheet</li> </ul>	<p><b><u>FEBRUARY</u></b></p> <ul style="list-style-type: none"> <li>NY Budget Calendar Approved BOT</li> <li>2<sup>nd</sup> Thursday Budget Committee Complete</li> <li>Decision Package Direction &amp; Allocations</li> <li>NY Allocations to College</li> <li>4<sup>th</sup> Wed submit recommendation to College Council</li> <li>4<sup>th</sup> Thurs response from College Council</li> </ul>
<p><b><u>SEPTEMBER</u></b></p> <ul style="list-style-type: none"> <li>CY Final Budget Approved by BOT</li> <li>End of 1<sup>st</sup> week Budget worksheets due to Dept Chairs/Div Reps for review &amp; input. Revisions as determined by program &amp; Dept Chairs/Div Reps</li> <li>End of 3<sup>rd</sup> week Budget worksheets due to Deans for review &amp; input. Revisions as determined by Dept Chairs/Div Reps &amp; Deans</li> </ul>	<p><b><u>MARCH</u></b></p> <ul style="list-style-type: none"> <li>2<sup>nd</sup> Wed College Council Approve recommendation to President</li> <li>NY Decision Packages due to District</li> <li>Gather data for assessment and evaluation of budget process</li> </ul>
<p><b><u>OCTOBER</u></b></p> <ul style="list-style-type: none"> <li>End of 1<sup>st</sup> week Budget worksheets due to VPs for review &amp; input. Revisions as determined by Dean &amp; VPs, with input from Dept Chairs/Div Reps</li> <li>End of 3<sup>rd</sup> week Budget worksheets due to Administrative Services to consolidate; College Center Council for review of M/O requests</li> <li>4<sup>th</sup> Thursday consolidated worksheet to Pres Cab</li> <li>4<sup>th</sup> Thursday consolidated worksheets to Budget Committee for verifications &amp; audit of linkages to program review, strategic plan, &amp; college goals</li> </ul>	<p><b><u>APRIL</u></b></p> <ul style="list-style-type: none"> <li>Submit Tentative Budgets to District</li> <li>Submit to the departments what has been approved</li> <li>Formal assessment and evaluation of budget process, including budget worksheet and calendar</li> </ul>
<p><b><u>NOVEMBER</u></b></p> <ul style="list-style-type: none"> <li>2<sup>nd</sup> Thursday Budget Committee to evaluate overall priorities &amp; rankings</li> <li>4<sup>th</sup> Thursday Budget Committee to meet with program contact persons – VP/Dean/Dept Chair as required for clarifications</li> </ul>	<p><b><u>MAY</u></b></p> <ul style="list-style-type: none"> <li>NY Decision Packages approved by BOT</li> <li>Governors' May Revise</li> </ul>
<p><b><u>DECEMBER</u></b></p> <ul style="list-style-type: none"> <li>2<sup>nd</sup> Thursday Budget Committee to meet with program contact persons – VP/Dean/Dept Chair as required for clarifications</li> </ul>	<p><b><u>JUNE</u></b></p> <ul style="list-style-type: none"> <li>NY tentative Budget Approved by BOT</li> </ul>

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