



## 2012-13 Budget Development Calendar – All funds

| <u>Date</u>                        | <u>Item</u>   | <u>Responsible</u>                                 |
|------------------------------------|---|--|
| January 24, 2012                   | Budget calendar to Board of Trustees for adoption.  | Vice Chancellor for Finance and Administration     |
| January 27, 2012                   | Projected Funds for 2012-13 fiscal year based upon Governor's budget proposal reviewed with the Planning and Budgeting Council and SMT (Date TBD).  | Vice Chancellor for Finance and Administration     |
| February 3, 2012                   | Projected funds for 2012-13 fiscal year and tentative distribution to campuses.   | Vice Chancellor for Finance and Administration.    |
| February 10, 2012                  | Prior and current year line item budgets, instruction packets, and due dates are distributed to Campus Presidents and Chancellor for distribution to managers with budget responsibility. | Chancellor<br>Finance Office<br>College Presidents |
| February 10, 2012 – April 19, 2012 | Campus budget processes determine priorities, reallocation of funds (within college), and responsibility managers prepare budget forms for submittal to Finance Office.                   | College Staff                                      |
| April 20, 2012                     | Budget reports to establish 2012-13 preliminary budgets are due to District Finance Office.   | College Presidents                                 |
| May (TBD)                          | SMT updated on status of Preliminary Budget. Review, discussion, and recommended adjustments brought forward.   | Vice Chancellor for Finance and Administration     |
| May 11, 2012                       | Preliminary budget is presented to the Planning and Budgeting Council.  | Vice Chancellor for Finance and Administration     |
| September 30, 2012                 | Present 2011-12 carryover amounts to Campus Presidents and Business Managers for allocations.   | Vice Chancellor for Finance and Administration     |