

## **BUDGET PREPARATION**

The annual budget is a careful and prudent plan detailing anticipated receipt and expenditure of funds. Precision is required in the initial budget planning in order to minimize the need for major changes throughout budget development and operation. The following timeline, in adherence to Education Code §70901 and Title 5 §58301, is exercised in the development and management of the budget.

### **November**

Districtwide educational planning meeting is conducted

### **December**

Cabinet reviews and discusses state revenue collections and FTES targets

### **January/February/March**

Governor's Budget is released setting the preliminary revenue targets

Cabinet reviews state revenue collections, apportionment reports and enrollment data

Cabinet reaches agreement on any mid-year shifting of FTES between sites

Cabinet reaches agreement on FTES targets for the Tentative Budget

First Principal Apportionment and prior year Apportionment Recalculation reports are issued by the State System Office

District develops preliminary revenue projections based on tentative budget FTES targets, known and assumed changes in other revenue or cost variables, and provides colleges with their estimated budget allocation and personnel costs

Tentative budget assumptions are updated and reviewed with location Business Officers, Chancellor's Advisory Team (CAT), Cabinet and District Governance Council (DGC)

### **April/May/June**

Budget Forums are conducted at all District locations

Chancellor's Cabinet reviews FTES projections and revises as necessary all growth targets

Governing Board holds public study session on Budget

Colleges and District provide completed budget template to the District to start compilation of the Tentative Budget

Chancellor's Cabinet, Faculty Senate Coordinating Council (FSCC) and DGC review the Tentative Budget

The Tentative Budget is submitted to Governing Board for approval

All locations develop preliminary operational adoption budgets

**July**

Final adoption budget assumptions are updated and reviewed with location Business Officers, CAT, Cabinet and DGC

District finalizes Adoption Budget assumptions and incorporates into college budget templates

**August**

Colleges and District provide completed budget template to the District to start compilation of the Adoption Budget

Calculations are completed for the prior year to determine fund balances and carryover funds

District compiles the Adoption Budget

**September**

Newspaper publications are notified of the availability of the Adoption Budget and appropriations (Gann) limit

Adoption Budget and Appropriations Limit are made available for public inspection

Governing Board conducts a public hearing for the Adoption Budget and considers approval of the budget and appropriations (Gann) limit presented

**October**

The finalized Adoption Budget is filed with the County Superintendent of Schools (Office of Education) and with the California Community Colleges State Chancellor's Office

Annual Financial and Budget Report (CCFS 311) is filed with the State System Office

**Throughout the year**

The Governing Board approves budget transfers and budget adjustments per Board Policy 5031