

Southwestern Community College District 2023-24 BUDGET & PLANNING CALENDAR

<u>Team</u>	<u>Date</u>	<u>2023-24 Budget Development</u>
	Saturday, January 14, 2023	Governor's Proposed Budget is unveiled for FY 23/24.
PBC	Friday, February 3, 2023	Planning and Budget Committee approves <i>Draft</i> Budget Calendar, reviews Governor's proposed budget. Update on funding amount (and sources) for Program Review.
	Wednesday, February 15, 2023	Quarterly Financial Status Report 311Q due.
ELT	Tuesday, February 21, 2023	ELT Budget Planning Session
CMT	Thursday, February 23, 2023	CMT Budget Planning Session; Budget Development Overview provided to Budget Managers and Executive Leadership Team.
PBC	Friday, March 3, 2023	VP-Academic Affairs presents revenue and enrollment projections at Planning and Budget Committee Meeting.
SCC	Wednesday, March 8, 2023	Shared Consultation Council Meeting, VP-Business & Financial Affairs (VPBFA) communicates Tentative Budget update.
GB	Monday, March 13, 2023	Governing Board Meeting, VP-Business & Financial Affairs (VPBFA) communicates Tentative Budget update and shares <i>Draft</i> Budget Calendar.
PBC	Friday, March 17, 2023	Budget Building Session with Planning and Budget Committee.
	Week of March 20, 2023	Financial Services staff issues budget packets/instructions. Budget trainings/workshop will be made available.
HR	Friday, March 24, 2023	HR sends APL to Financial Services for <i>Draft</i> Tentative Budget.
	Monday, April 3, 2023 4/7	Budget Managers meet with respective VP to review on-going proposed budget augmentations and get VP sign-off.
	Monday, April 10, 2023 4/17	Department budgets due to be submitted to Financial Services.
SCC	Wednesday, April 12, 2023	Shared Consultation Council Meeting, VP-Business and Financial Affairs delivers update on budget process.
HR	Thursday, April 20, 2023	HR sends <i>final</i> APL to Financial Services.
	Monday, May 1, 2023	Notification to Chancellor of External Auditor hired for District Audit.
	Monday, May 8, 2023	Financial Services finalizes Tentative Budget. Financial Services provides budget schedules in Excel format to VPBFA admin. The admin combines with the narrative and does edit checks.
	Friday, May 12, 2023	May Revise of the Governor's budget is released. Deadline for submitting purchase requisitions.
	Monday, May 15, 2023	Quarterly Financial Status Report 311Q due. <i>Draft</i> Tentative Budget distributed.
PBC	Friday, May 19, 2023	Tentative Budget Presentation review with Planning and Budget Committee.
GB	Monday, May 22, 2023	Governing Board Workshop - Tentative Budget
GB	Monday, June 12, 2023	Governing Board adopts Tentative Budget.
	Monday, June 12, 2023	The California State Budget is enacted for 2022/23.
	Tuesday, June 13, 2023	Financial Services staff loads Tentative Budget.
	Monday, July 17, 2023	HR sends <i>updated</i> APL to Financial Services for Adopted Budget.
	Saturday, September 9, 2023	Advertisement - Public Notice to community regarding Adoption Budget. Public viewing of Budget in Financial Services.

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	Saturday-Sunday, September 9-10, 2023 <i>- August 3, 2023 - Last day of Summer Semester</i> <i>- August 10, 2023 - Grades due for Summer Semester</i> <i>- August 10, 2023 - Email Fall class schedule to registered students</i> <i>- August 14, 2023 - First day of Fall classes</i> <i>- August 25, 2023 - Last day to add classes for Fall Semester</i> <i>- August 28, 2023 - Census</i>	Financial Services closes year-end in Ellucian.
GB	Monday, September 11, 2023	Governing Board Workshop - Adoption Budget
GB	Monday, September 25, 2023	Governing Board approval of Adopted Budget.
	Tuesday, September 26, 2023	Financial Services staff loads Adopted Budget.
	Tuesday, October 10, 2023	Certified Annual 311 due.
	Wednesday, November 1, 2023	FON Report due.
	Wednesday, November 15, 2023	Quarterly Financial Status Report 311Q due.
GB	Monday, December 11, 2023	Completed Annual Audit presented to Governing Board to review and accept.
	Sunday, December 31, 2023	Annual Audit Report due to CCCC.

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<u>Team</u>	<u>Date</u>	<u>2022-23 Program Review and Prioritization Process</u>
IRP	February 21, 2023	Level 3 (Academic Program and Administrative Unit) program review assessments and resource requests are due.
IRP	March 20, 2023	Level 2 (Deans and Directors) program review assessments and resource requests are due.
BFA	March/April	Initial estimate of 2023-24 program review funding allocation provided by VP-Business & Financial Affairs (VPBFA) to IPRC.
IRP	April 10, 2023	Level 1 (Vice Presidents and Superintendent/President) program review assessments and resource requests are due; Resource requests are ranked by division for submission to IPRC Prioritization Task Force.
IRP	Week of April 24, 2023	First meeting of IPRC Prioritization Task Force to review resource requests. <i>NOTE</i> : Only non-employee resource requests are prioritized. Faculty hiring requests are addressed in Faculty Hiring Process and non-faculty hiring requests are reviewed by ELT.
IRP	Week of May 8, 2023	Second meeting of IPRC Prioritization Task Force Pilot to review program review resource requests.
IRP	May 19, 2023	IPRC Prioritization Task Force voting completed and prioritized resource requests forwarded to VPBFA for review/development of recommendation to ELT.
ELT	May 2023	ELT reviews and ratifies the prioritized resource request list.
IRP	May 2023	Ratified resource request list presented at PBC.
BFA	May 2023	Tentative Budget presented at SCC.
ELT	June 2023	ELT prioritizes requests for hiring non-faculty employees and assigns funding allocations.
BFA	June 2023	VPBFA notifies departments of funding allocations for prioritized resource requests and approved non-faculty employee hiring requests.
BFA	September 2023	Adopted Budget finalized.
IRP	September 2023	Prioritized resource request list publicly posted, identifying which requests have been funded.