

ADOPTED BUDGET CALENDAR - 2021-2022

Date	2021-2022 Budget Development
Friday, January 15, 2021	Governor's Proposed Budget is unveiled for FY 20/21.
PBC Friday, February 5, 2021	Planning and Budget Committee approves <i>Draft</i> Budget Calendar, reviews Governor's proposed budget and develops budget building assumptions. Update on funding amount (and sources) for Program Review.
Monday, February 15, 2021	Quarterly Financial Status Report 311Q due.
ELT Tuesday, February 23, 2021	ELT Budget Planning Session
CMT Thursday, February 25, 2021	CMT Budget Planning Session
Friday, February 26, 2021	Annual Audit Report due to CCCCO.
PBC Friday, March 5, 2021	VP-Academic Affairs presents revenue and enrollment projections at Planning and Budget Committee Meeting.
GB Tuesday, March 9, 2021	Governing Board Meeting, VP-Business & Financial Affairs (VPBFA) communicates Budget Priorities and Assumptions and shares <i>Draft</i> Budget Calendar.
SCC Wednesday, March 10, 2021	Shared Consultation Council Meeting, VP-Business & Financial Affairs (VPBFA) communicates Budget Priorities and Assumptions.
CMT Thursday, March 18, 2021	Budget Development Overview provided to Budget Managers and Executive Leadership Team at CMT.
PBC Friday, March 19, 2021	Budget Building Session with Planning and Budget Committee.
Monday, March 22, 2021	Zoom Recording of Budget Development Overview and Trainings will be made available to all interested participants.
Week of March 22, 2021	Finance Staff meetings with Budget Managers to review their respective budgets. Budget Development Packets/Instructions distributed.
HR Friday, March 26, 2021	HR sends APL to Finance for <i>Draft</i> Tentative Budget.
Week of April 5, 2021	Budget Managers meet with VP's to review proposed budgets and get VP sign-off.
Monday, April 12, 2021	Electronic budgets due to be submitted to Finance Office.
SCC Wednesday, April 14, 2021	Shared Consultation Council Meeting, VP-Business and Financial Affairs delivers update on budget process.
HR Thursday, April 22, 2021	HR sends <i>final</i> APL to Finance.

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Date	2021-2022 Budget Development
Monday, May 10, 2021	Finance Office finalizes Tentative Budget. Finance provides budget schedules in Excel format to VPBFA admin. The admin combines with the narratives, does edit checks, creates cover letter, and sends to printer.
Friday, May 14, 2021	May Revise of the Governor's budget is released. Quarterly Financial Status Report 311Q due. Notification to Chancellor of External Auditor hired for District Audit. Deadline for submitting purchase requisitions.
Monday, May 17, 2021	<i>Draft</i> Tentative Budget distributed. VPBFA and Director of Finance deliver joint Town Hall Meeting to inform campus of Tentative Budget.
PBC Friday, May 21, 2021	Tentative Budget Presentation review with Planning and Budget Committee.
GB Tuesday, May 25, 2021	Governing Board Workshop - Tentative Budget
GB Tuesday, June 8, 2021	Governing Board adopts Tentative Budget.
Wednesday, June 9, 2021	Finance staff loads Tentative Budget.
Monday, June 14, 2021	The California State Budget is enacted for 2020/21.
Thursday, July 1, 2021	Tentative Budget due to County Officer.
Saturday/Sunday, August 14-15, 2021 - August 5, 2021 - Last day of Summer Semester - August 12, 2021 - Grades due for Summer Semester - August 18, 2021 - Email Fall class schedule to registered students - August 22, 2021 - Last day to add classes for Fall Semester	Finance Office closes year-end in Ellucian.
Thursday, August 19, 2021	Advertisement - Public Notice to community regarding Adoption Budget. Public viewing of Budget in Finance Office.
GB Tuesday, August 24, 2021	Governing Board Workshop - Adoption Budget
GB Tuesday, September 14, 2021	Governing Board approval of Adopted Budget. <i>Draft</i> Annual 311 presented as an information item to Governing Board.
Wednesday, September 15, 2021	Finance Staff loads Adopted Budget.
Sunday, October 10, 2021	Adopted Budget due to Chancellor's Office. Certified Annual 311 due.
Monday, November 1, 2021	FON Report due.
GB Tuesday, November 9, 2021	Completed Annual Audit presented to Governing Board to review and accept.
Monday, November 15, 2021	Quarterly Financial Status Report 311Q due.
Friday, December 31, 2021	Annual Audit Report due to CCCC.

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	Date	2021-2022 Resource Requests
IPR	Mid March	Institutional Program Review Committee (IPRC) requests confirmation of need for program review resource requests submitted last year and placed on hold at the start of the pandemic in April 2020.
IPR	Week of April 19, 2021	First meeting of IPRC Prioritization Task Force pilot to review and discuss program review resource requests that were placed on hold in April 2020.
IPR	Week of May 10, 2021	Second meeting of IPRC Prioritization Task Force pilot to review and discuss program review resource requests that were placed on hold in April 2020.
IPR	Week of May 17, 2021	IPRC Prioritization Task Force voting completed and prioritized list of resource requests forwarded to PBC.
PBC	Friday, May 21, 2021	PBC reviews master prioritized list and identifies funding sources for prioritized items.
ELT	May-June	Executive Leadership Team prioritizes resource requests for Classified Professionals placed on hold at the start of the pandemic in April 2020, and results are reported.
SCC	May-June	Tentative Budget review at SCC Meeting.
	Mid July	VPBFA notifies departments whose prioritized resource requests will be funded so that they may purchase items.
	Early August	VPBFA creates list of prioritized resources requests that are funded and sends information to Institutional Technology to update the Program Review Dashboard.
SCC	August-September	All prioritized and funded program review resource requests are forwarded to SCC for review and announcement.
	Before October	Level 2 Program Review Leads meet with Level 3 interested members (Faculty and others) to discuss district, division and unit goals for 2022.