

Southwestern Community College District 2024-25 BUDGET & PLANNING CALENDAR

<u>Team</u>	<u>Calendar</u>	<u>Date</u>	<u>2024-25 Budget Development</u>
IRP	Planning	Friday, September 29, 2023	Level 3 (Academic Program and Administrative Unit) program review assessments and resource requests are due.
	Budget	Saturday, January 13, 2024	Governor's Proposed Budget is unveiled for FY 23/24.
IRP	Planning	Tuesday, January 16, 2024	Level 2 (Deans and Directors) program review assessments and resource requests are due.
PBC	Budget	Friday, February 2, 2024	Planning and Budget Committee approves <i>Draft</i> Budget & Planning Calendar and reviews Governor's proposed budget. Update on funding amount (and sources) for Program Review.
	Budget	Thursday, February 15, 2024	Quarterly Financial Status Report 311Q due.
ELT	Budget	Tuesday, February 20, 2024	ELT Budget Planning Session
CMT	Budget	Thursday, February 22, 2024	CMT Budget Planning Session; Budget Development Overview provided to Budget Managers and Executive Leadership Team.
HR	Budget	Thursday, February 29, 2024	HR sends APL to Financial Services for <i>Draft</i> Tentative Budget.
PBC	Budget	Friday, March 1, 2024	VP-Academic Affairs presents revenue and enrollment projections at Planning and Budget Committee Meeting.
	Budget	Week of March 4, 2024	Financial Services staff distributes budget instructions. Budget trainings/workshop will be made available.
SCC	Budget	Wednesday, March 6, 2024	Shared Consultation Council Meeting, VP-Business & Financial Affairs (VPBFA) communicates Tentative Budget update.
IRP	Planning	Friday, March 8, 2024	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.
GB	Budget	Monday, March 11, 2024	Governing Board Meeting, VP-Business & Financial Affairs (VPBFA) communicates Tentative Budget update and shares Budget & Planning Calendar.
IPRC	Planning	Friday, March 15, 2024	Initial estimate of 2023-24 program review funding allocation provided by VP-Business & Financial Affairs (VPBFA) to IPRC.
PBC	Budget	Friday, March 15, 2024	Budget Building Session with Planning and Budget Committee.
	Budget	Friday, March 22, 2024	Department budgets due to be submitted to Financial Services.
IRP	Planning	Week of April 8, 2024	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.
SCC	Budget	Wednesday, April 10, 2024	Shared Consultation Council Meeting, VP-Business and Financial Affairs delivers update on budget process.
	Budget	Monday, April 15, 2024	Deadline for submitting purchase requisitions, except Federal Grants.
IRP	Planning	Week of April 15, 2024	Second meeting of IPRC Prioritization Task Force Pilot to review program review resource requests.
IRP	Planning	Friday, April 26, 2024	IPRC Prioritization Task Force voting completed and prioritized resource requests forwarded to VPBFA for review/development of recommendation to ELT.
ELT	Planning	May 2024	ELT reviews and ratifies the prioritized resource request list.
PBC	Planning	May 2024	Ratified resource request list presented at PBC.
	Budget	Wednesday, May 1, 2024	Notification to Chancellor of External Auditor hired for District Audit.
SCC	Planning	Friday, May 3, 2024	Tentative Budget presented at SCC.
	Budget	Monday, May 6, 2024	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.
	Budget	Friday, May 10, 2024	May Revise of the Governor's budget is released.
	Budget	Wednesday, May 15, 2024	Quarterly Financial Status Report 311Q due. <i>Draft</i> Tentative Budget distributed.

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PBC	Budget	Friday, May 17, 2024	Tentative Budget Presentation review with Planning and Budget Committee.
GB	Budget	Monday, May 20, 2024	Governing Board Workshop - Tentative Budget
ELT	Planning	June 2024	ELT prioritizes requests for hiring non-faculty employees and assigns funding allocations.
GB	Budget	Monday, June 10, 2024	Governing Board adopts Tentative Budget.
	Budget	Monday, June 10, 2024	The California State Budget is enacted for 2022/23.
	Budget	Tuesday, June 11, 2024	Financial Services staff loads Tentative Budget.
	Budget	Sunday, June 30, 2024	End of Fiscal Year 2023-24
	Budget	Monday, July 1, 2024	HR sends <i>updated</i> APL to Financial Services for Adopted Budget.
BFA	Planning	August 2024	VPBFA notifies departments of funding allocations for prioritized resource requests and approved non-faculty employee hiring requests.
	Budget	Saturday-Sunday, August 17-18, 2024	Financial Services closes year-end in Ellucian.
	Budget	Wednesday, August 21, 2024	Advertisement - Public Notice to community regarding Adoption Budget. Public viewing of Budget in Financial Services.
GB	Budget	Monday, August 26, 2024	Governing Board Workshop - Adoption Budget
IRP	Planning	September 2024	Prioritized resource request list publicly posted, identifying which requests have been funded.
GB	Budget	Monday, September 9, 2024	Governing Board approval of Adopted Budget.
	Budget	Tuesday, September 10, 2024	Financial Services staff loads Adopted Budget.
	Budget	Thursday, October 10, 2024	Certified Annual 311 due.
	Budget	Friday, November 1, 2024	FON Report due.
	Budget	Friday, November 15, 2024	Quarterly Financial Status Report 311Q due.
GB	Budget	Monday, December 9, 2024	Completed Annual Audit presented to Governing Board to review and accept.
Auditor	Budget	Tuesday, December 31, 2024	Annual Audit Report due to CCCCCO.

Legend

BFA	Business & Financial Affairs
CMT	College Management Team
ELT	Executive Leadership Team
GB	Governing Board
HR	Human Resources
IRP	Institutional Research and Planning
PBC	Planning and Budget Committee
SCC	Shared Consultation Council