

Southwestern Community College District 2025-2026 Budget and Planning Calendar

Team	Calendar	Date	State Level Activities	Local Budget/Financial Activities
IRP	Planning	October 11, 2024		Level 3 (Academic Program and Administrative Unit) program review assessments and resource requests are due.
January 2025				
	Budget	January 10, 2025	Governor's Proposed Budget for Fiscal Year 2025-2026.	
IRP	Planning	January 17, 2025		Level 2 (Deans and Directors) program review assessments and resource requests are due.
	Budget	January 20, 2025		Governing Board approves (informational?) the Budget & Planning Calendar.
February 2025				
PBC	Budget	February 2, 2024		PBC approves <i>Draft</i> Budget & Planning Calendar and reviews Governor's proposed budget. Update on funding amount (and sources) for Program Review.
	Budget	February 15, 2025	Quarterly Financial Status Report (311Q) due.	
ELT	Budget	February 20, 2024		ELT Budget Planning Session
CMT	Budget	February 27, 2025		CMT Budget Planning Session; Budget Development Overview provided to Budget Managers and Executive Leadership Team.
HR	Budget	February 28, 2025		HR sends APL to Financial Services for <i>Draft</i> Tentative Budget.
March 2025				
PBC	Budget	March 1, 2024		VP Academic Affairs presents revenue and enrollment projections at PBC Meeting.
	Budget	Week of March 3, 2025		Financial Services staff distributes budget instructions. Budget trainings/workshop are made available.
SCC	Budget	March 12, 2025		SCC Meeting, VP BFA communicates Tentative Budget update.
IRP	Planning	March 7, 2025		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	March 17, 2025		Governing Board Meeting, VP BFA communicates Tentative Budget update
IPRC	Planning	March 15, 2024		Initial estimate of 2025-26 program review funding allocation provided by VP BFA to IPRC.
PBC	Budget	March 14, 2025		Budget Building Session with PBC
	Budget	March 21, 2025		Department budgets due to be submitted to Financial Services.
April 2025				
IRP	Planning	Week of April 7, 2025		IPRC Prioritization Task Force 1st meeting 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	April 9, 2025		SCC Meeting, VP BFA delivers update on budget process.
	Budget	April 14, 2025		Deadline for submitting purchase requisitions, except for Federal Grants.
IRP	Planning	Week of April 21, 2025		IPRC Prioritization Task Force 2nd meeting to review program review resource requests.
May 2025				
ELT	Planning	May 2025		ELT reviews and ratifies the prioritized resource request list.
PBC	Planning	May 2025		Ratified resource request list presented at PBC.
IRP	Planning	May 2, 2025		IPRC Prioritization Task Force voting completed and prioritized resource requests forwarded to VP BFA for review/development of recommendation to ELT.
SCC	Planning	May 14, 2025		Tentative Budget presented at SCC.

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	Budget	May 9, 2025	Governor's 2025-2026 May Revision is Release	
	Budget	May 13, 2025		Financial Services finalizes Tentative Budget and provides budget schedules in Excel format to VP BFA admin.
	Budget	May 15, 2025	Notification to CCCCCO of External Auditor hired for Contracted District Audit.	
	Budget			<i>Draft</i> Tentative Budget distributed.
	Budget	May 15, 2025	Quarterly Financial Status Report (311Q) due.	
PBC	Budget	May 16, 2025		Tentative Budget Presentation review with PBC
GB	Budget	May 19, 2025		Governing Board Workshop - Tentative Budget
June 2025				
ELT	Planning	June 2025		ELT prioritizes requests for hiring non-faculty employees and assigns funding allocations.
	Budget	June 10, 2025	California Legislature adopts 2025-2026 Budget	
GB	Budget	June 16, 2025		Governing Board adopts Tentative Budget.
	Budget	June 17, 2025		Financial Services loads Tentative Budget.
	Budget	June 30, 2025		2024-2025 Fiscal Year End
July 2025				
	Budget	July 1, 2025		HR sends <i>updated</i> APL to Financial Services for Adopted Budget.
August 2025				
BFA	Planning	August 2025		VP BFA notifies departments of funding allocations for prioritized resource requests and approved non-faculty employee hiring requests.
		August 15, 2025	Quarterly Financial Status Report (311Q) due.	
	Budget	August 18, 2025		Financial Services closes year-end in Ellucian Colleague.
	Budget	August 22, 2025		Advertisement - Adoption Budget Public Notice. Public viewing of Budget in Financial Services.
GB	Budget	August 25, 2025		Governing Board Workshop - Adoption Budget
September 2025				
IRP	Planning	September 2025		Prioritized resource request list publicly posted, identifying which requests have been funded.
GB	Budget	September 15, 2025		Governing Board approval of Adopted Budget.
	Budget	September 16, 2025		Financial Services staff loads Adopted Budget.
October 2025				
	Budget	October 10, 2025	2024-2025 Annual 311, Gann Limit Report Due	
November 2025				
	Budget	November 1, 2025	FON Report due.	
	Budget	November 15, 2025	Quarterly Financial Status Report (311Q) due.	
December 2025				
GB	Budget	December 15, 2025		Completed Annual Audit presented to Governing Board to review and accept.
Auditor	Budget	December 31, 2025	Contracted District Audit Report Due to CCCCCO	

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