



DISTRICT OFFICE BUDGET PROCESS

FY 2022-24 District AUR Timeline Proposal

PLANNING PERIOD

- September/October – District Office AUR Development
 - October 4-22, 2021 - Constituent Preliminary Discussion & Survey
 - October 20, 2021 - 1st AUR Reviews by Chancellor
 - October 27, 2021 - 2nd AUR Reviews by Chancellor
 - October 29, 2021 - Email all completed AURs to College Presidents

(Accompanied with letter with instructions from Chancellor)
- Mid-November – Receive feedback received from College Presidents. The District Office units incorporate campus feedback into final AUR.
 - November 15, 2021 - Feedback received from colleges on District AURs & **Position Priority Budget***
Feedback is forward to the Vice Chancellors (*Colleges provide input & priorities)
 - November 24, 2021 - Final AURs due to Chancellor
- Mid-End November - Chancellors Cabinet (November 16) and Consultation Council (November 23) Review
- December 3 - Presentation to the DWBC (subject to change due to Leadership Academy)
- December 14 - Final AUR to Chancellor
- Mid-January
 - January 2021** - Board Retreat presentation (**made available)
 - Extract 3 prior years' budget & actual data for operating expenses – create pivot table to break out by departments – send to each department for next fiscal year requests
 - Run COGNOS report for salary/benefit information – request departments to verify positions for next fiscal year & advise if vacant positions will be funded
 - Follow-up presentation to the DWBC

BUDGETING & RESOURCE ALLOCATION PERIOD

- Mid-February
 - Compile budget requests from each department (***Priority listing & position feedback discussion**)
 - Bring to Admin council for review and comment – make changes based on Admin Council review
- February
 - Make adjustments
 - February 15 - Chancellor's Cabinet for GU001 and Categorical position funding determination (***Position allocation discussion and feedback**)
 - Presentations to DWBC
- Late March
 - Take DO Budget to Chancellor's Cabinet (March 15) & Consultation Council (March 22) - first review
 - Make adjustments
- Late April
 - Take DO Budget to Chancellor's Cabinet (April 19) & Consultation Council (April 26) - second review
 - Make adjustments
- May
 - Compile budgets from DO/colleges
 - Midyear review provided to Districtwide Budget Committee
- June
 - Take tentative budget to Board for approval