

## BC MASTER BUDGET/FISCAL CALENDAR JULY 2021 - JUNE 2022

Timeline*	FY21	FY22	FY23	District Deadline	BC Deadline	Tasks	Responsible
July 2021		X		7/1/2021	7/1/2021	New Fiscal Year 2021-2022 (FY22) begins. Able to enter Purchase Orders (PO) and view budgets in Banner. Contact the Budget Office for FY22 Budget Transfers, Budget Requests, and Budget Revisions.	Campus
		X		7/8/2021	7/8/2021	Provide FY22 NBAJOBS (Future Payroll) FOAPAL distribution changes for end of July payroll to Human Resources for New FY.	Budget Office
	X	X		7/29/2021	7/29/2021	Open Purchase Orders will be rolled into FY22 Budgets.	Campus
	X			7/31/2021	7/31/2021	Cutoff date for all paper Budget Transfers for FY21.	Campus
	X			8/15/2021	7/30/2021	Cutoff date for all FY21 expenses requests to Business Services (invoices, expenditure transfers, FOAPAL Change Forms, etc) for postings from June 15th through July 15th Payroll and paid invoices submitted by July 19th.	Campus
August 2021		X		8/12/2021	8/12/2021	Provide FY22 NBAJOBS FOAPAL (Future Payroll) distribution changes for end of August payroll to Human Resources for New FY.	Budget Office
	X			8/15/2021	8/13/2021	Resolve FY21 payroll and expense issues.	Budget Office
		X		8/18/2021	8/17/2021	Deadline for FY22 Budget Transfers, Budget Requests, and Budget Revisions. <b>NO CHANGES TO FY22 BUDGETS UNTIL AFTER ADOPTED BUDGET 9/9/21.</b>	Campus
		X		8/18/2021	8/17/2021	Finalize FY22 Final Budget for Board Adoption.	Budget Office
September 2021		X		9/9/2021	9/9/2021	Board Adoption of FY22 Final Budget.	District
		X		9/10/2021	9/10/2021	FY22 BanWeb Budget Transfers available for non-labor accounts.	Campus
			X	N/A	Late September	Prepare Fiscal Year 2022-2023 (FY23) Program Review Budget forms for GU001 Non-Labor Budgets.	Budget Office

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October 2021			X	N/A	Early October	Send FY23 Program Review Budget forms for GU001 Non-Labor Budgets to Budget Managers.	Budget Office
		X		N/A	Early October	Review FY22 Restricted Funding Allocations and request Budget Revisions to update.	Budget Managers
			X	N/A	Late October	Deadline for FY23 Program Review Budget forms for GU001 Non-Labor Budgets.	Budget Managers
November 2021			X	N/A	Early November	Compile FY23 Program Review Budget forms for GU001 Non-Labor Budgets.	Budget Office
December 2021			X	N/A	Early December	Prep FY23 Program Review Budget forms for GU001 Non-Labor Budgets for Executive Team review.	Budget Office
January 2022			X	N/A	Early January	Prepare FY23 Labor Budgets.	Budget Office
			X	N/A	Early January	Executive Team review of FY23 GU001 Non-Labor Budgets.	Executive Team
February 2022			X	N/A	Mid February	Updates to FY23 GU001 Non-Labor Budgets from Executive Team.	Budget Office
			X	N/A	Mid February	Review Org Codes and Approval Queues for FY23.	Budget Office
March 2022		X		3/31/2022	3/17/2022	Cutoff date for all FY22 expenses through December 31, 2021 requests (invoices, expenditure transfers, FOAPAL Change Forms, etc).	Campus
			X	N/A	Early March	Executive Team review of FY23 Labor Budgets.	Executive Team
			X	N/A	Late March	Updates to FY23 Labor Budgets from Executive Team review.	Budget Office
			X	N/A	Late March	Prepare FY23 Restricted Funding Budget forms.	Budget Office

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April 2022			X	N/A	4/1/2022	Send FY23 Restricted Funding Budget forms to Budget Managers.	Budget Office
			X	N/A	4/18/2022	Deadline for FY23 Restricted Funding Budget forms.	Budget Managers
			X	N/A	Late April	Compile FY23 Labor Budgets, GU001 Non-Labor Budgets, Restricted Funding Budgets for Tentative Budget upload.	Budget Office
May 2022			X	Early May	Early May	Activate/Cancel/Freeze FY23 positions.	Budget Office
			X	Early May	Early May	FY23 Tentative Budget upload. <b>NO CHANGES TO FY23 BUDGETS UNTIL NEW FY 7/1/22.</b>	Budget Office
		X		5/31/2022	5/17/2022	Cutoff date for all FY22 expenses through March 31, 2022 requests (invoices, expenditure transfers, FOAPAL Change Forms, etc).	Campus
		X		5/31/2022	5/31/2022	Cutoff ALL Purchase Orders (POs) for FY22. POs MUST BE APPROVED BY THIS DATE.	Campus
June 2022			X	6/9/2022	6/9/2022	Board Approval of FY23 Tentative Budget. <b>NO CHANGES TO FY23 BUDGETS UNTIL NEW FY 7/1/22.</b>	District
		X		6/19/2022	6/19/2022	Cutoff ALL Cal-Card travel expenses for FY22. Travel must be preapproved by May 31st.	Campus
		X		6/30/2022	6/30/2022	Last Day to RECEIVE items for FY22.	Campus
		X		6/30/2022	6/30/2022	Cutoff Date for receipt to District Office for all payroll processing in FY22.	Campus
		X		6/30/2022	6/30/2022	Cutoff date for BanWeb Budget Transfers for FY22. Campus submits on paper Budget Transfers for FY22.	Campus
		X		7/16/2022	6/30/2022	Cutoff date for all FY22 expenses requests (invoices, expenditure transfers, FOAPAL Change Forms, etc) for postings from April 1 through June 15th.	Campus