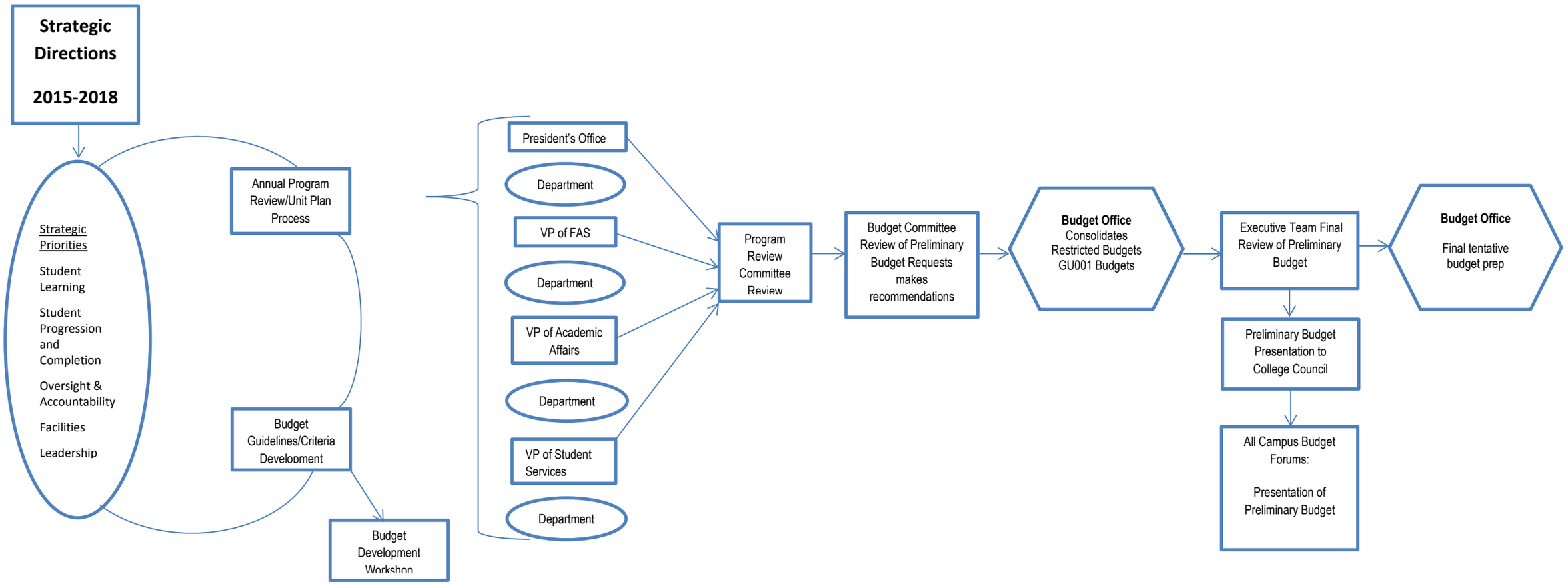
# Budget Planning and Development Flow Chart




**September**

Budget Criteria Development

**October**

1st-Faculty Incentive Retirements

31st-APR/Unit plans to include:
- -IT/Facility requests
- -Budget Dev request
- -Faculty request
- -Classified request

**November**

FON set

IT/Facilities Project Review/Prioritization

**December**

1st-New Faculty Approved

ISIT/Facilities Committee Review/Discuss Project requests

**Jan**

Gov's State Budget Proposal

Planning Scenarios from District Office

Approved IT/Facilities projects

**February**

Sabbatical Requests Due

Chair/Reassign time duties for next FY to Budget Analyst

**March**

Classified Position request

15th notices-non renewals Faculty/Admin

Tentative Budget Allocation

**April**

Budget Criteria Reviewed

Complete Budget Adjustments to budget worksheet per Exec Team

**May**

Gov's May Revise

Submit Balance Budget to College Council

Budget Upload to Banner (mid May)

**June**

Tentative Budget to Board