

## PORTERVILLE BUDGET PLANNING CALENDAR

### July

- Implement new or revised plans for CY Adopted budget

### August/September

- Implement new or revised plans for CY Adopted budget
- Flex Day presentation of Tentative Budget to College
- Faculty Chair Election (@ 1<sup>st</sup> meeting)
- Orientation Packet to New Budget Committee Members
- Budget Monitoring training to new Budget Managers
- KCCD BOT adopts Adopted Budget for CY
- Open Forum on Budget if needed
- Budget development process for NY Tentative budget begins first week of September
- 1 Page Budget Worksheet/Program Review Update to Budget Managers
- District Office Annual Unit Reviews (AURs) Development
- Review Committee Charge

### October

- Budget Managers to review budget package with appropriate Administrator(s)
- Review campus Categorical & Grant Program available funding
- Submit budget data requests to Strategic Planning
- Documents due to budget committee prior to October 31
- Review Budget Sub-Committee composition

### November

- Budget augmentation review for IT, IR, M&O, Professional Development, and Marketing due
- Mid-Year Budget Revision
- Input received from College for Final AUR
- Chancellors Cabinet & CC Review AUR

### December

- Review of budget requests
- Final AUR to Chancellor

### January

- State Budget Report Issued
- Begin review of NY Tentative budget requests & distribution to committee
- Begin compiling NY Tentative budget requests & priorities
- Invite Budget Managers for Q & A (if needed)
- Board Retreat Presentation (REQUEST FOR FEB)

### February

- Continue review of NY Tentative budget requests & compiling of data
- Sustainability Report
- Budget Managers make revisions based on Q & A, then re-submit
- Budget Plans Developed – Alternative Scenarios prepared for NY Tentative budget
- Fiscal Health Check List
- District Budget Development (Feb/Mar/Apr)

### March

- Continue Budget Committee review of NY Tentative Budget request

### April

- Open Forum
- Complete NY Tentative Budget
- Submit NY Tentative budget to CC for review
- Respond to Budget Manager as to what requests will be approved
- Review Reserve Funds
- Review Budget Process & Forms and Update Orientation Packet

### May

- CC to recommend approval of NY Tentative Budget
- State May-Revise Budget report issued
- Midyear review provided to Districtwide Budget Committee

### June

- KCCD BOT adopts Tentative Budget

**Legend:** CY = Current Year NY = Next Year