

San Mateo County Community College District

January 23, 2008

BOARD REPORT NO. 08-1-6CA

TO: Members of the Board of Trustees
FROM: Ron Galatolo, Chancellor-Superintendent
PREPARED BY: James W. Keller, Executive Vice Chancellor, 358-6790

APPROVAL OF 2008-09 BUDGET AND PLANNING CALENDAR

The budget development process for 2008-09 requires formulation of a budget calendar. Included in the 2008-09 calendar is consultation with the Committee for Budget and Finance, which is a subcommittee of the District Shared Governance Council in matters relating to finance.

The calendar provides timelines for planning, discussions and decisions by the Board, and concludes with adoption of the Final Budget for 2008-09 on September 10, 2008.

RECOMMENDATION

It is recommended that the Board of Trustees approve the attached 2008-09 Budget and Planning Calendar.

Budget and Planning Calendar, 2008-09

<u>Date</u>	<u>Campus & District Review/Action</u>	<u>Committee for Budget and Finance Consultation</u>	<u>Board Review/Action</u>
September	Campuses Finalize Spring 2008 Schedule of Classes		
November – December		Review of Budget and Planning Calendar, discussion of budget strategies and resource allocation, and budget development process	
January 10	Governor's Budget Proposal		
January	Chancellor's Council review/revise draft of Budget and Planning Calendar and budget development process; discussion of Governor's Budget; District revenue/expenditure implications.	Review of Governor's Budget and discussion of District revenue and expenditure implications (inform DSGC at its next meeting). Finalize resource allocation recommendation.	Approval of 2008-09 Budget and Planning Calendar, review of Governor's Budget, review of State and District revenue and expenditure implications, and discussion of program and operational priorities.
January/ February	Chancellor's Council discussions of budget strategies and allocations. Approve resource allocation.	Continuing discussion of State budget and District revenue/expenditure options.	Board policy discussions/decision regarding budget adjustments which impact existing positions.
February	Legislative Analyst's Office Review of Governor's Proposed Budget		
February	Campuses Finalize Summer Session 2008 Schedule of Classes	Review of preliminary District revenue assumptions and expenditure plans.	Review of preliminary District revenue assumptions and expenditure plans.
February/ March	Discussion of budget priorities at Colleges and with Chancellor's Cabinet.	Review of 2007-08 Mid-Year Budget Report	Review of 2007-08 Mid-Year Budget Report
March	Campuses Finalize Fall 2008 Schedule of Classes	Review of Board budget priorities and Districtwide allocations (inform DSGC at its next meeting).	Review/approval of 2008-09 budget priorities and Districtwide allocations.
April			Budget update with Board; review budget assumptions for Tentative budget.
May 9	Site Tentative Budgets completed. Work resumes developing final budget after tentative budget is loaded.		
Mid-May	Governor's May Revise		
May	Review of Governor's May Revise	Review of Governor's May Revise (inform DSGC at its next meeting).	Governor's May Revise; budget priorities, goals and objectives.
June	District Office completes budget input and prepares Tentative Budget document	Review of 2008-09 Tentative Budget	
June 25			Adoption of 2008-09 Tentative Budget and 2008-09 Gann Limit.
June-August	Final adjustments to budget are made.		
July	Enactment of 2008-09 State Budget		

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August	Legislative Trailer Bills		
August	2007-08 books are closed. District Office completes budget input and prepares Final Budget document.		
Sept.10			Public Hearing/Adoption of 2008-09 Final Budget.