

**BOARD REPORT NO. 11-1-1CA**

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

**APPROVAL OF 2011-12 BUDGET AND PLANNING CALENDAR**

The budget development process for 2011-12 requires formulation of a budget calendar. Included in the 2011-12 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 2011-12 on September 28, 2011.

**RECOMMENDATION**

It is recommended that the Board of Trustees approve the attached 2011-12 Budget and Planning Calendar.

## Budget and Planning Calendar, 2011-12

<u>Date</u>	<u>Campus &amp; District Review/Action</u>	<u>Committee for Budget and Finance Consultation</u>	<u>Board Review/Action</u>
September	Campuses Finalize Spring 2011 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 2011-12 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.	Continuing discussion of State budget and District revenue/expenditure options.	Board policy discussions/decision regarding budget adjustments which impact existing positions.
January/ February	Ongoing State budget hearings		
February	Legislative Analyst's Office Review of Governor's Proposed Budget		
February	Campuses Finalize Summer Session 2011 Schedule of Classes	Review of preliminary District revenue assumptions and expenditure plans.	Review of preliminary District revenue assumptions and expenditure plans.
February	"P1" First Principal Apportionment	Certify to State Controller Apportionment	
February/ March	Discussion of budget priorities at Colleges and with Chancellor's Cabinet.	Review of 2010-11 Mid-Year Budget Report	Review of 2010-11 Mid-Year Budget Report
March 1	Target date for Governor's "mini" budget by the legislature in preparation for June measure		
March	Campuses Finalize Fall 2011 Schedule of Classes	Review of Board budget priorities and Districtwide allocations (inform DSGC at its next meeting).	Review/approval of 2011-12 budget priorities and Districtwide allocations.
Mid-March	Run preliminary position control worksheets for 2011-12	Colleges ongoing review of position control	
April			Budget updates with Board; review budget assumptions for Tentative budget.
May 10	Site Tentative Budgets completed. Work resumes developing final budget after tentative budget is loaded.		
Mid-May	Governor's May Revise		

<u>Date</u>	<u>Campus &amp; District Review/Action</u>	<u>Committee for Budget and Finance Consultation</u>	<u>Board Review/Action</u>
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	June special election		
June	District Office completes budget input and prepares Tentative Budget document	Review of 2011-12 Tentative Budget	
June 22			Adoption of 2011-12 Tentative Budget and 2011-12 Gann Limit.
June 24	"P2" Second Principal Apportionment	Certify to State Controller Apportionment	
June-August	Final adjustments to budget are made.		
July	Enactment of 2011-12 State Budget		
August	Legislative Trailer Bills		
August	State Budget Workshop (held after Advance)		
August	2010-11 books are closed. District Office completes budget input and prepares Final Budget document.		
Sept. 28			Adoption of 2011-12 Final Budget.