

Integrated District Budget Planning Calendar, 2019-20

Date	Campus & District Review / Action	Committee on Budget and Finance Consultation	Board Review / Action
September 2018	Colleges: <ul style="list-style-type: none"> • Finalize Spring 2019 Schedule of Classes 		
September	College Budget and Planning Committees convene: <ul style="list-style-type: none"> • Review priorities, budget goals for current year and accomplishments from past year 	District Committee on Budget and Finance convenes	
September - October	Colleges: <ul style="list-style-type: none"> • Develop program plans and discuss strategies District Office: <ul style="list-style-type: none"> • Review external audit reports 		
October – November	College Budget and Planning Committees: <ul style="list-style-type: none"> • Develop college budget goals for 2019-20 • Review District preliminary resource allocation District Office: <ul style="list-style-type: none"> • Faculty Obligation Number due to the State 		
October – December	College Budget and Planning Committees: <ul style="list-style-type: none"> • Submit hiring priorities • Submit tentative recommendations for 2019-20 that includes number of positions to be funded 	Review budget planning calendar Discuss: <ul style="list-style-type: none"> • Budget strategies • New resource allocation, if any • Budget development process • Resource Allocation Model 	
January	2018-19 “P1” First Principal Apportionment:	Review CCFS-320 (FTES Report)	Approve 2019-20 Integrated District Budget Planning Calendar

	<ul style="list-style-type: none"> Chief Financial Officer certifies CCFS-320 (FTES Report) 	College/Site presentations of Resource Allocation Model	Accept 2017-18 external audit reports
January 10	Governor's 2019-20 Budget Proposal		
January – February	<p>College Budget and Planning Committees:</p> <ul style="list-style-type: none"> Review 2018-19 expenditures to date <p>Chancellor's Council:</p> <ul style="list-style-type: none"> Discuss budget strategies and allocations 	<p>Revise budget planning calendar, as appropriate</p> <p>Review and reassess 2019-20 estimates impacted by Governor's Budget Proposal</p> <ul style="list-style-type: none"> Discuss revenue and expenditure implications Inform District Participatory Governance Council 	
January - February	Ongoing State Budget Hearings Legislative Analyst's Office Review of Governor's Proposed Budget		
February	<p>Colleges:</p> <ul style="list-style-type: none"> Finalize Summer 2019 Schedule of Classes <p>2017-18 Recalc Apportionment received from State (final adjustments from prior year)</p>	<p>Review of 2018-19 Mid-Year Budget Report</p> <p>Review of preliminary 2019-20 assumptions</p>	<p>Review of Governor's Proposed Budget</p> <p>Review of preliminary State and District revenue assumptions and implications</p> <p>Review of District expenditure plans and implications</p> <p>Discuss budget priorities</p> <p>Discuss program and operational priorities</p> <p>Acceptance of 2018-19 Mid-Year Budget Report</p>
March	<p>Colleges:</p> <ul style="list-style-type: none"> Finalize Fall 2020 Schedule of Classes 	Review of Board 2019-20 budget priorities and district-wide allocations	
March – April	<p>District Budget Officer:</p> <ul style="list-style-type: none"> Run preliminary position control report for 2019-20 <p>Colleges:</p> <ul style="list-style-type: none"> On-going review of position control 		<p>Receive budget updates, as needed</p> <p>Review budget assumptions for 2019-20 Tentative Budget</p>

	<ul style="list-style-type: none"> Prepare for current year external audit <p>College Budget and Planning Committees:</p> <ul style="list-style-type: none"> Review preliminary 2018-19 ending balance estimates 		Establish Board Goals for 2019-20
March – May	<p>Departments:</p> <ul style="list-style-type: none"> Submit budget requests for 2019-20 to College Budget Committees <p>College Budget Committees:</p> <ul style="list-style-type: none"> Review departmental budget requests for 2019-20 		
April	<p>2018-19 “P2” Second Principal Apportionment:</p> <ul style="list-style-type: none"> Chief Financial Officer certifies CCFS-320 (FTES Report) 	Review CCFS-320 (FTES Report)	
Mid May	Governor’s May Revise		
May	<p>Review of Governor’s May Revise</p> <p>Site tentative budgets completed</p> <p>Work begins on developing final budget</p> <p>District Budget Officer:</p> <ul style="list-style-type: none"> Prepare Fiscal Management Self-Assessment Checklist 	<p>Review of Governor’s May Revise</p> <ul style="list-style-type: none"> Inform District Participatory Governance Council <p>Review Fiscal Management Self-Assessment Checklist</p>	Receive Governor’s May Revise Budget Update
June	<p>District Office:</p> <ul style="list-style-type: none"> Completes 2019-20 Tentative Budget input and document Complete 2019-20 GANN Limit Calculation 	Review of 2019-20 Tentative Budget	<p>Adopt the 2019-20 Tentative Budget</p> <p>Adopt the 2019-20 GANN Limit Calculation</p>
June 30	State Budget Adopted		
June-August	Adjustments to 2019-20 Final Budget	Receive updates to any significant changes from 2019-20 Tentative Budget to 2019-20 Final Budget	
July	2018-19 Annual Principal Apportionment:		

	<ul style="list-style-type: none"> Chief Financial Officer certifies CCFS-320 (FTES Report) <p>County:</p> <ul style="list-style-type: none"> Finalizes 2019-20 Assessed Valuation 		
August	Legislative Trailer Bills State Budget Workshop		
August	<p>District Office:</p> <ul style="list-style-type: none"> Close 2018-19 books Completes 2019-20 Final Budget input and document <p>2019-20 Advanced Apportionment received from State</p>		
September	Accreditation site visits (tentative)	Review CCFS-320 (FTES Report)	Public Hearing and adopt 2019-20 Final Budget