

**San Mateo County Community College District
Annual Integrated Budget Planning Calendar**

Month	Campus & District Review or Action	DCBF Consultation	Board Review or Action
Sept	College Budget and Planning committees: <ul style="list-style-type: none"> Review priorities, budget goals for current year Review accomplishments from prior year 	DCBF convenes	
Sept – Oct	Develop program plans and discuss strategies for the year; Review external audit reports and audit findings	Discuss resource allocation model	
Oct – Nov	College Budget and Planning Committees: <ul style="list-style-type: none"> Develop college budget goals for the year; Review district preliminary resource allocation Faculty obligation number due to state	Discuss and approve resource allocation model; College/site presentations of allocation model	
Oct – Dec	College Budget and Planning Committees: <ul style="list-style-type: none"> Submit hiring priorities Committees submit tentative recommendations that includes the number of positions to be funded 	Review of budget calendar, discussion of budget strategies, resource allocation, and budget development process	
Jan	Governor's budget proposal released		
Jan – Feb	College Budget and Planning Committees: <ul style="list-style-type: none"> Review expenditures 	Review or revise draft of budget and planning calendar; Review and reassess governor's budget proposal estimates; Discussion of District revenue and expenditure implications	Annual budget calendar approval; Review of Governor's proposed budget; Review of State and District revenue and expenditure implications; Discussion of program and operational priorities; Presentation of prior year external audit reports and audit findings
Jan – Feb	Chancellor's Council: <ul style="list-style-type: none"> Discussions of budget strategies and allocations 	Continuing discussion of District revenue and expenditure options	Board retreat – review of preliminary District revenue assumptions and expenditure plans
Jan – Feb	Ongoing State Budget Hearings Legislative Analyst's Office Review of Governor's Proposed Budget		
Feb	Colleges finalize summer session schedule of classes	Review of preliminary District revenue assumptions and expenditure plans	District Participatory Governance Council receives budget updates; Board policy discussions/decision regarding budget adjustments
Feb	"P1" First principle apportionment	Review apportionment and District controller certifies to State controller	
Feb/ March	Discussion of budget priorities at Colleges and with Chancellor's Cabinet	Review of Mid-year budget report	Approval of Mid-year budget report
March – May	Departments submit budget requests to College budget committees; College budget committees review requests		
March	Colleges finalize Fall schedule of classes	Review of Board budget priorities and Districtwide allocations	Review/approval of annual budget priorities and Districtwide allocations
March – April	Run preliminary position control worksheets; Colleges begin ongoing review of position control		
March – April	College Budget and Planning Committees: <ul style="list-style-type: none"> Preliminary current year ending balance estimates Colleges prepare for current year external audit		Budget updates with Board; Review budget assumptions for Tentative Budget; Board goals for upcoming year
Mid-May	Governor's May Revise		
May	Review of Governors May revise budget	Review of Governor's May revise budget (inform DPGC at subsequent meeting)	Review of Governor's May revise budget; budget priorities, goals, and objectives
May	Site Tentative Budgets completed; work resumes developing final budget after tentative budget is loaded	Review of fiscal self-management checklist	
June	District office completes budget input and prepares Tentative Budget document	Review of Tentative Budget	Adoption of Tentative Budget and Gann Limit
June – August	Final adjustments made to budget	Committee is updated throughout the summer on major budget changes	
End of June	Enactment of subsequent fiscal year budget		
July	County finalizes tax increases		
August	Legislative Trailer Bills		
August	State Budget Workshop		
August	Current year books are closed; District office completes subsequent year budget inputs and prepares Final Budget document		
Sept			Public hearing and adoption of Final Budget