

# Budget Process Timeline

Fiscal Year 2022 – 2023

## October

- Develop criteria and fiscal indicators
- Strategic priorities identified and tactical plans developed
- First revenue and enrollment projections established
- Division Leaders discuss sustainability and reviews 2021-23 biennium forecast
- **October 25 (M)**: Directors, deans, managers, chairs and coordinators begin discussing budgetary operations with staff and faculty

## November

- **November 16 (T)**: Provide training/information sessions to all of campus for development and resource allocation requests
- **November 15 (M)**: Budget worksheets and resource allocation forms sent to Level I budget managers
- **November 29-30 (M-T)**: Schedule meetings with all academic level I budget managers to go over budget development

## December

- **December 6-10 (M-F)**: Schedule meetings with all non-academic level I budget managers to go over budget development
- **December 17 (F)**: All level I budgets and resource requests due to level II
- Review revenue and enrollment projections

## January

- **January 7 (F)**: All resource requests are due to Budget Manager
- **January 11-13 (T-TH)**: Schedule meetings with all level II budget managers as needed to go over budget development
- Review budget development data elements and criteria
- **January 21 (F)**: ALL budgets due from level II to Budget Manager
- Review revenue and enrollment projections

## February

- Institutional Effectiveness Committee (IEC) reviews resource allocation requests and provides feedback to Division Leaders by **February 7**
- **February 9 (W)**: Confirm budget committee appointments and present tuition and fee proposal to the Board
- **February 14 (M)**: Draft budget document complete and to Division Leaders for review
- Balancing budget options and resource allocation by Division Leaders to ensure support of strategic priorities
- Discuss with IEC to ensure we are matching up with college priorities

## March

- Finalize proposed budget
- **March 9 (W)**: Present tuition and fee increases to the Board for approval

- **March 14 (M):** Send 1<sup>st</sup> “Notice of Budget Committee Meeting” for publication in newspaper on March 20
- Continue monitoring revenue and enrollment projections
- **March 28 (M):** Publish 2<sup>nd</sup> “Notice of Budget Committee Meeting” on UCC Website

## **April**

- **April 7 (TH):** Hold first External Budget Committee Meeting
- **April 18 (M):** Send “Notice of Budget Hearing” (Via Newspaper and website) for publication on April 24
- **April 21 (TH):** Hold second External Budget Committee Meeting if needed
- Provide budget update to campus

## **May**

- **May 11 (W):** Hold Public Budget Hearing
- **May 11 (W):** Appoint Budget Officer and budget committee for next budget year

## **June**

- **June 8 (W):** Board adopts budget
- Budget data is loaded into management system
- Budget is made available on the Web
- Budget is posted as required by law
- Hold budget process debriefing

## **July**

- Submit tax certification documents to the assessor by July 15
- Submit copy of complete budget document to county clerk by July 15