

TIMELINE FOR BUDGET DEVELOPMENT

Date	Task
11/26/2019	Email Budget Request form to all faculty and staff
11/30/2019	Budget Instructions; T: Drive - Workbooks, Narrative Forms
12/9/2019	Schedule out grant personnel using actual payroll expenses
12/18/2019	Prepare Budget Templates (Blank)
12/18/2019	Email due date reminder to Faculty and Staff for Budget Request forms
12/20/2019	Faculty and Staff Budget Requests due to Org Managers
12/20/2019	Distribute Fees worksheets for review and updates
1/11/2020	Strategic Plan Discussion
1/18/2020	Projected Payroll Budget Due; Scenarios
1/18/2020	Final fixed cost estimates due
1/18/2020	Draft One: Departmental Budgets due
1/18/2020	Fees worksheets due
1/21/20 - 1/25/20	Budget Committee Reviews Dept Budgets
1/21/20 - 1/25/20	Transfer 'approved' budgets into templates
1/21/20 - 1/25/20	Review and Compile Program and Special Fees; Determine Revenue, update budget templates
1/21/20 - 1/25/20	Budget Analysis as necessary
1/30/2020	Review of Draft One; Determine need for Draft Two
2/6/2020	Soft pitch Tuition & Fee projection and program fees to Board
2/15/2020	Draft Two (If Needed): Departmental Budgets due
2/18/20 - 2/22/2020	Budget Committee Reviews Dept Budgets, Other Reductions; Tuition Increase
2/18/20 - 2/22/2020	Budget Analysis as necessary
2/29/2020	Budget Committee presents Budget Data (Tentative Appropriation funding) to Executive Staff; Determine if more data collection is needed to make final decisions
3/1/2020	BOG Presentation Developed
3/6/2020	BOG: Presentation and Approval of Fees and Tuition Increase
March	Construct final budget (including P&L) with Board approved Fees, T&F rate
Early April	Tuition & Fee Requests due to Council 2 weeks after Legislative Session Adjourns
April	Enter Expenditure Schedules in OASIS (may wish to wait until Council approves increase)
5/1/2020	Expenditure Schedules Due to State (Firm date will be communicated from HEPC)
5/1/2020	BOG: Present Budget; Request Approval, if not received prior approval
June	Budget Approval by Council; CTCS provides forms for budget presentation
6/14/2020	Prepare Banner Budget Load
7/1/2020	Load Banner Budgets