

## TIMELINE FOR BUDGET DEVELOPMENT

Date	Task
11/1/2020	Email Budget Request form to all faculty and staff
<b>11/1/2020</b>	<b>Budget Instructions; T: Drive - Workbooks, Narrative Forms</b>
12/9/2020	Schedule out grant personnel using actual payroll expenses
11/1/2020	Prepare Budget Templates (Blank)
12/18/2020	Email due date reminder to Faculty and Staff for Budget Request forms
12/11/2020	Faculty and Staff Budget Requests due to Org Managers
<b>12/11/2020</b>	<b>Distribute Fees worksheets for review and updates</b>
<b>1/8/2021</b>	<b>Strategic Plan Discussion</b>
1/15/2021	Projected Payroll Budget Due; Scenarios
1/15/2021	Final fixed cost estimates due
<b>1/15/2021</b>	<b>Draft One: Departmental Budgets due</b>
<b>1/15/2021</b>	<b>Fees worksheets due</b>
1/18/21 - 1/22/21	Budget Committee Reviews Dept Budgets
1/18/21 - 1/22/21	Transfer 'approved' budgets into templates
1/18/21 - 1/22/21	Review and Compile Program and Special Fees; Determine Revenue, update budget templates
1/18/21 - 1/22/21	Budget Analysis as necessary
<b>1/29/2021</b>	<b>Review of Draft One; Determine need for Draft Two</b>
2/5/2021	Soft pitch Tuition & Fee projection and program fees to Board
<b>2/12/2021</b>	<b>Draft Two (If Needed): Departmental Budgets due</b>
2/15/21 - 2/19/2021	Budget Committee Reviews Dept Budgets, Other Reductions; Tuition Increase
2/15/21 - 2/19/2021	Budget Analysis as necessary
<b>2/26/2021</b>	<b>Budget Committee presents Budget Data (Tentative Appropriation funding) to Executive Staff; Determine if more data collection is needed to make final decisions</b>
<b>3/2/2021</b>	BOG Presentation Developed
<b>3/4/2021</b>	<b>BOG: Presentation and Approval of Fees and Tuition Increase</b>
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)
4/30/2021	Expenditure Schedules Due to State (Firm date will be communicated from HEPC)
<b>4/30/2021</b>	<b>BOG: Present Budget; Request Approval, if not received prior approval</b>
June	Budget Approval by Council; CTCS provides forms for budget presentation
6/14/2021	Prepare Banner Budget Load
7/1/2021	Load Banner Budgets