## TIMELINE FOR BUDGET DEVELOPMENT

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| **Date** | **Task** |
| 11/8/2024 | Email Budget Request form to all faculty and staff  |
| **11/8/2024** | **Budget Instructions; T: Drive - Workbooks, Narrative Forms** |
| 12/11/2024 | Schedule out grant personnel using actual payroll expenses |
| 11/8/2024 | Prepare Budget Templates (Blank) |
| 12/7/2024 | Email due date reminder to Faculty and Staff for Budget Request forms |
| 12/11/2024 | Faculty and Staff Budget Requests due to Org Managers |
| **12/11/2024** | **Distribute Fees worksheets for review and updates** |
| **1/17/2025** | **Strategic Plan Discussion** |
| 1/17/2025 | Projected Payroll Budget Due; Scenarios |
| 1/17/2025 | Final fixed cost estimates due |
| **1/17/2025** | **Draft One: Departmental Budgets due** |
| **1/17/2025** | **Fees worksheets due** |
| 1/20/25 - 1/24/25 | Budget Committee Reviews Dept Budgets |
| 1/20/25 - 1/24/25 | Transfer 'approved' budgets into templates |
| 1/20/25 - 1/24/25 | Review and Compile Program and Special Fees; Determine Revenue, update budget templates |
| 1/20/25 - 1/24/25 | Budget Analysis as necessary |
| **1/27/2025** | **Review of Draft One; Determine need for Draft Two** |
| 2/7/2025 | Draft Tuition & Fee projection and program fees to Board |
| **2/9/2025** | **Draft Two (If Needed): Departmental Budgets due** |
| 2/12/2025 - 2/16/2025 | Budget Committee Reviews Dept Budgets, Other Reductions; Tuition Increase |
| 2/12/2025 - 2/16/2025 | Budget Analysis as necessary |
| **2/23/2025** | **Budget Committee presents Budget Data (Tentative Appropriation funding) to Executive Staff; Determine if more data collection is needed to make final decisions** |
| **2/28/2025** | BOG Presentation Developed |
| **3/6/2025** | **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) |
| 4/30/2025 | Expenditure Schedules Due to State (Firm date will be communicated from HEPC) |
| **4/30/2025** | **BOG: Present Budget; Request Approval, if not received prior approval** |
| June | Budget Approval by Council; CTCS provides forms for budget presentation |
| 6/13/2025 | Prepare Banner Budget Load |
| 7/1/2025 | Load Banner Budgets |