

**CERRITOS COMMUNITY COLLEGE DISTRICT
BUDGET DEVELOPMENT TIMELINE
Planning Year 2020-2021**

Planning and Budget (PBC) Activity
Board Activity

Business Office Activity
EC Activity

	ACTIVITY	DATE(S)
1	EC: Develop FTES Recommendation for 2019-20. Determine preliminary revenue estimates and assess key budget issues. Identify Budget Assumptions . Evaluation of current fiscal year program plan goals and objectives.	► Jan/Feb 2020
2	Business Office: Full-time Faculty Obligation Number (FON) is updated based on P1 data	► Jan. 15, 2020
3	PBC Meeting: Review the Preliminary Budget Assumptions	► March 2020
4	PBC Meeting: VPs Present Area Plans	► April 16, 2020
5	Business Office: Work with Departments to provide department budgets – due date	► April 2020
6	Business Office: Full-time Faculty Obligation Number (FON) is updated based on P2 data (FON Compliance is determined)	► April 20, 2020
7	PBC Meeting: Prioritize College Annual Plan	► May 7, 2020
8	EC: Review/Recommend College Annual Plan	► May 13, 2020
9	Business Office: Receive the College Annual Plan	► May 15, 2020
10	Business Office: Prepare Preliminary Budget for EC review	► May 20, 2020
11	Business Office: President/Superintendent/EC review and approval of Tentative Budget	► May 27, 2020
12	Board: Approves Tentative Budget (Study Session)	► June 17, 2020
13	Business Office: Full-time Faculty Obligation Number (FON) is updated based on Annual data	► July 15, 2020
14	EC: Review budget resource allocations/ augmentations/ enhancements.	► July 22, 2020
15	Business Office: President/Superintendent/EC review Adopted Budget	► Aug 12, 2020
16	Business Office: Books/General Ledger Closed	► Aug 14, 2020
17	PBC Meeting: Review College Annual Plan	► Aug 20, 2020
18	PBC Meeting: Review and recommend Adopted Budget	► Aug 20, 2020
19	Budget available for Public Review	► Aug 21, 2020
20	Business Office: Campus Budget Forum - 11AM-12:30PM; 5:30PM-7PM	► Aug 25, 2020
21	Business Office: Faculty Senate (Present Budget)	► Sept 1, 2020
22	Board: Adopts Budget (Public Hearing)	► Sept 2, 2020
23	PBC Meeting: Approve Planning Calendar for Planning Year 2021-2022	► Sept 17, 2020