

**CERRITOS COMMUNITY COLLEGE DISTRICT  
BUDGET DEVELOPMENT TIMELINE  
Planning Year 2019-2020**

**Planning and Budget (PBC) Activity**  
**Board Activity**

**Business Office Activity**  
**EC Activity**

	ACTIVITY	DATE(S)
1	<b>EC: Develop FTES Recommendation</b> for 2019-20. Determine preliminary revenue estimates and assess key budget issues. Identify <b>Budget Assumptions</b> . Evaluation of current fiscal year program plan goals and objectives.	▶ Jan/Feb 2019
2	<b>Business Office: Full-time Faculty Obligation Number (FON) is updated based on P1 data</b>	▶ Jan. 15, 2019
3	<b>PBC Meeting: Review the Preliminary Budget Assumptions</b>	▶ March 2019
4	<b>EC: VPs Present Area Plans</b>	▶ April 4, 2019
5	<b>Business Office: Work with Departments to provide department budgets – due date</b>	▶ April 2019
6	<b>PBC Meeting: Review/Present College Annual Plan</b>	▶ April 18, 2019
7	<b>Business Office: Full-time Faculty Obligation Number (FON) is updated based on P2 data (FON Compliance is determined)</b>	▶ April 20, 2019
8	<b>PBC Meeting: Review/Recommend College Annual Plan</b>	▶ May 2, 2019
9	<b>EC: Review/Recommend College Annual Plan</b>	▶ May 8, 2019
10	<b>Business Office: Receive the College Annual Plan</b>	▶ May 10, 2019
11	<b>Business Office: Prepare Preliminary Budget for EC review</b>	▶ May 22, 2019
12	<b>Business Office: President/Superintendent/EC review and approval of Tentative Budget</b>	▶ May 29, 2019
13	<b>Board: Approves Tentative Budget (Study Session)</b>	▶ June 19, 2019
14	<b>Business Office: Full-time Faculty Obligation Number (FON) is updated based on Annual data</b>	▶ July 15, 2019
15	<b>EC: Review budget resource allocations/ augmentations/ enhancements.</b>	▶ July 24, 2019
16	<b>Business Office: President/Superintendent/EC review Adopted Budget</b>	▶ Aug 14, 2019
17	<b>Business Office: Books/General Ledger Closed</b>	▶ Aug 16, 2019
18	<b>Budget available for Public Review</b>	▶ Aug 24, 2019
19	<b>Business Office: Campus Budget Forum - 11AM-12:30PM; 5:30PM-7PM</b>	▶ Aug 27, 2019
20	<b>PBC Meeting: Review and recommend Adopted Budget</b>	▶ Aug 29, 2019
21	<b>Business Office: Faculty Senate (Present Budget)</b>	▶ Sept 3, 2019
22	<b>Board: Adopts Budget (Public Hearing)</b>	▶ Sept 4, 2019
23	<b>PBC Meeting: Approve Planning Calendar for Planning Year 2020-2021</b>	▶ Sept 19, 2019