

**CERRITOS COMMUNITY COLLEGE DISTRICT  
BUDGET DEVELOPMENT TIMELINE  
Planning Year 2017-2018**

**Planning & Budget Committee (PBC) Activity**

**Business Office Activity**

**Board Activity**

**EC Activity**

**Academic Senate Activity**

	ACTIVITY	DATE(S)
1	<b>EC: Develop FTES Growth Recommendation</b> for 2017-2018. Determine preliminary revenue estimates and assess key budget issues. Identify <b>Budget Assumptions</b> . Evaluation of current fiscal year program plan goals and objectives.	▶ January 2017
2	<b>PBC Meeting: Review the Preliminary Budget Assumptions</b>	▶ March 2017
3	<b>EC: VPs review Area Prioritization</b>	▶ April 10, 2017
4	<b>Business Office: Work with Departments to provide department budgets – due date April 14, 2017</b>	▶ April 14, 2017
5	<b>EC: VPs Area Plans Due</b>	▶ April 19, 2017
6	<b>PBC Meeting: Review Preliminary College Annual Plan</b>	▶ April 20, 2017
7	<b>PBC Meeting: Review/Recommend adoption the College Annual Plan</b>	▶ May 4, 2017
8	<b>Business Office: Receive the College Annual Plan</b>	▶ May 4, 2017
9	<b>Business Office: Prepare Preliminary Budget for EC review</b>	▶ May 17, 2017
10	<b>PBC Meeting: Review draft Tentative Budget</b>	▶ May 18, 2017
11	<b>Business Office: Prepare Tentative Budget for EC review</b>	▶ May 20, 2017
12	<b>Business Office: President/Superintendent/EC review and approval of Tentative Budget</b>	▶ May 31, 2017
13	<b>PBC Meeting: Review and recommend Tentative Budget</b>	▶ June 1, 2017
14	<b>Board: Approves Tentative Budget</b>	▶ June 21, 2017
15	<b>EC: Review budget resource allocations/ augmentations/ enhancements.</b>	▶ July 26, 2017
16	<b>Business Office: Books/General Ledger Closed</b>	▶ Aug 11, 2017
17	<b>Business Office: President/Superintendent review and approval of Final Budget</b>	▶ Aug 14, 2017
18	<b>PBC Meeting: Review and recommend Adopted Budget</b>	▶ Aug 17, 2017
19	<b>Academic Senate: Review of Adopted Budget</b>	▶ Aug 22, 2017
20	<b>Budget available for Public Review</b>	▶ Aug 26, 2017
21	<b>Coordinating Committee Review/Presentation</b>	▶ Aug 28, 2017
21	<b>Business Office: Campus Budget Forum - 11AM-12:30PM; 5:30PM-7PM</b>	▶ Aug 29, 2017
22	<b>Board: Adopts Budget</b>	▶ Sept 6, 2017
23	<b>PBC Meeting: Approve Planning Calendar for Planning Year 2018-2019</b>	▶ Sept 21, 2017