

CERRITOS COMMUNITY COLLEGE DISTRICT
BUDGET DEVELOPMENT TIMELINE
 Planning Year 2024-2025

Planning and Budget (PBC) Activity
Board Activity

Business Office Activity
EC Activity

	ACTIVITY	DATE(S)
1	EC: Develop FTES Recommendation for 2024-25. Determine preliminary revenue estimates and assess key budget issues. Identify Budget Assumptions . Evaluation of current fiscal year program plan goals and objectives.	▶ Jan/Feb 2024
2	Business Office: Full-time Faculty Obligation Number (FON) is updated based on P1 data	▶ Jan 15, 2024
3	PBC Meeting: VPs Present Area Plans	▶ April 18, 2024
4	Business Office: Work with Departments to provide department budgets	▶ April 2024
5	Business Office: Full-time Faculty Obligation Number (FON) is updated based on P2 data (FON Compliance is determined)	▶ April 2024
6	PBC Meeting: Review / Recommend College Annual Plan	▶ May 2, 2024
7	Business Office: Receive the College Annual Plan	▶ May 3, 2024
8	Business Office: Prepare Preliminary Budget for EC review	▶ May 2024
9	Business Office: President/Superintendent/EC review and approval of Tentative Budget	▶ May 2024
10	Board: Approves Tentative Budget (Study Session)	▶ June 12/19, 2024
11	EC: Review/Recommend College Annual Plan	▶ July 2024
12	Business Office: Full-time Faculty Obligation Number (FON) is updated based on Annual data	▶ July 14, 2024
13	EC: Review budget resource allocations/ augmentations/ enhancements.	▶ July 24, 2024
14	Business Office: President/Superintendent/EC review Adopted Budget	▶ Aug 5, 2024
15	PBC Meeting: Review final College Annual Plan	▶ Aug 15, 2024
16	PBC Meeting: Review and recommend Adopted Budget	▶ Aug 15, 2024
17	Business Office: Campus Budget Forum - 11AM-12:30PM; 5:30PM-7PM	▶ Aug 20, 2024
18	Business Office: Books/General Ledger Closed	▶ Aug 23, 2024
19	Budget available for Public Review	▶ Sept 1, 2024
20	Business Office: Faculty Senate (Present Budget)	▶ Sept 11, 2024
21	Board: Adopts Budget (Public Hearing)	▶ Sept 14, 2024
22	PBC Meeting: Approve Planning Calendar for Planning Year 2025-2026	▶ Jan. 2025