BUDGET DEVELOPMENT TIMELINE

		July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June
1	College Council reviews preliminary projections and "approach" to budget, develops principles, criteria, and priorities from strategic directions from council/unit plans.												
2	College Council identifies data elements for analysis.												
3	Centralized data gathered and reviewed for accuracy by departments and divisions and “certified” for use in budget development process.												
4	College Council reviews & sets assumptions, preliminary projections, and finalizes "approach"(Phase 1 & Phase 2) to the budget following review by Finance Council, assures adherence with Long-Range Financial Plan.												
5	Board reviews and approves principles, criteria, and priorities. Board approves projections, assumptions, and "approach".												
6	Administration reviews data and, consistent with criteria and principles, develops proposals for reductions (includes checking with divisions/departments).												
7	Units complete annual plans.												
8	Area Chairs and Vice-Chairs review planning inputs for priorities for additions to budget and present to College Council (assure all stakeholder groups represented).												
9	Staff work on feasibility of Unit Plans for additions (includes checking with divisions/departments).												
10	Budget Subcommittee reviews priorities and proposals for additions, reductions.												
11	College Council reviews and assesses additions and reductions; finalizes and forwards to President.												
12	Preliminary proposals submitted to Board as information.												
13	Notice to Association if retrenchments proposed.												
14	Final recommendations submitted to Board												
15	Board receives budget recommendations and approves additions/reductions in programs and services.												
16	Budget allocations for special funds completed.												
17	Budget Office prepares the Budget Document.												
18	Budget Committee reviews proposed budget including reductions and additions; approves budget and forwards to the Board.												
19	Board adopts the budget.												