

GROSSMONT COLLEGE

KEY BUDGET DUE DATES FOR TENTATIVE BUDGET FY 2006/2007

DATE	ACTIVITY
February 27	<ul style="list-style-type: none"> Budget Worksheet Packets distributed to campus
February 27 - March 31	<ul style="list-style-type: none"> Keycode Managers work on Budget Packets and forward to area Vice-President
February 27 - March 31	<ul style="list-style-type: none"> CBO works with Managers on Restricted Funds Budget Income and Expenses
February 27 - March 31	<ul style="list-style-type: none"> CBO works on GC's current budget, retro's for salaries; hourly instructor issues Develop recommended items for budget packet
February 28	<ul style="list-style-type: none"> Payroll Forecasts distributed to campus for review/changes
March 3	<ul style="list-style-type: none"> Payroll Forecast changes due to CBO
March 8	<ul style="list-style-type: none"> Payroll Forecasts returned by CBO to Payroll
March 3	<ul style="list-style-type: none"> Dedicated Income due from CBO to Sue Rearic, Controller
March 9	<ul style="list-style-type: none"> FTES Taskforce Meeting
March 13	<ul style="list-style-type: none"> Tentative Budgeted Income calculated by Jim Austin and distributed
March 17	<ul style="list-style-type: none"> Tentative Budget Formula Issued to Sites Unrestricted Budget Posting begins Restricted Budget Posting begins
March 20 - 31	<ul style="list-style-type: none"> CBO Conduct budget analysis and review for both restricted & unrestricted funds CBO Compile budget changes, issues after adopted budgets Finalize budget worksheets revisions Analyze current budget status
March 23	<ul style="list-style-type: none"> Planning & Budget Council Meeting
March 24	<ul style="list-style-type: none"> Facilities Initial Project Request due to Tim Flood ETC Requests due to Kats Gustafson Leadership Planning Retreat
March 31	<ul style="list-style-type: none"> Unrestricted budget worksheets due from Keycode Managers to Cabinet members

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DATE		ACTIVITY
April	3 - April 7	<ul style="list-style-type: none"> • Cabinet members review divisional budget packets; due to CBO
April	7	<ul style="list-style-type: none"> • CBO has all completed Budget Packets for Unrestricted Budgets • CBO has all completed Budget Packets for Restricted Budgets
April	10	<ul style="list-style-type: none"> • District Strategic Planning & Budget Council Meeting
May	8	<ul style="list-style-type: none"> • District Strategic Planning & Budget Council Meeting
May	8	<ul style="list-style-type: none"> • Purchase Requisitions for FY 2005/06 final campus deadline
May	9 - June 31	<ul style="list-style-type: none"> • Absolute and necessary purchases approved on exception only basis
May	15	<ul style="list-style-type: none"> • GC site posting completed by CBO Office • CBO summarizes restricted funds for District
June	?	<ul style="list-style-type: none"> • Joint DEC/District wide Strategic Planning & Budget Council Tentative Budget workshop
June	?	<ul style="list-style-type: none"> • Governing Board information item: Tentative Budget FY 2006/2007 (Special Meeting)
June	6	<ul style="list-style-type: none"> • Governing Board Approval: Tentative Budget FY 2006-2007
June	12	<ul style="list-style-type: none"> • College's may enter Purchase Requisitions for FY 2006/2007 • Open Purchase Orders must be closed for 2005-2006 and re-entered for new year
June	16	<ul style="list-style-type: none"> • Adoption Budget Payroll to Sites (CBO's to review)
July	28	<ul style="list-style-type: none"> • FY 2005/2006 Books Closed