Budget Process Timeline
Fiscal Year 2024 – 2025

October
- Develop criteria and fiscal indicators
- Presidential priorities identified and shared with campus
- First revenue and enrollment projections established
- Division Leaders discuss sustainability and review 2023-25 biennium forecast

November
- Directors, deans, managers, chairs and coordinators begin discussing budgetary operations with staff and faculty
- **November 13** (M): Budget worksheets sent to Level I budget managers
- Meetings with all level I budget managers to go over budget development

December
- **December 4** (M): All level I budgets due to level II
- Meetings with all level II budget managers as needed to go over budget development
- **December 22** (F): All level II budgets due to level III
- Review revenue and enrollment projections

January
- Review budget development data elements and criteria
- Meetings with all level III budget managers to go over budget development
- **January 19** (F): All budgets due to Director of Budget and Campus Store

February
- **February 12** (M): Draft budget document complete and to Cabinet for review
- **February 14** (W): Present fee changes to the Board for approval
- **February 14** (W): Confirm budget committee appointments
- Balancing budget options by Cabinet to ensure support of Strategic Plan

March
- Finalize proposed budget
- **March 11** (M): Send 1ˢᵗ "Notice of Budget Committee Meeting" for publication in newspaper on March 17
- Continue monitoring revenue and enrollment projections
- **March 25** (M): Publish 2ⁿᵈ "Notice of Budget Committee Meeting" on UCC Website

April
- **April 4** (TH): Hold first External Budget Committee Meeting
- **April 15** (M): Send "Notice of Budget Hearing" (Via Newspaper and website) for publication on April 21

- **April 18** (TH): Hold second External Budget Committee Meeting if needed
- Provide budget update to campus

May

- **May 8** (W): Hold Public Budget Hearing
- **May 8** (W): Appoint Budget Officer and budget committee for next budget year

June

- **June 12** (W): Board adopts budget
- Budget data is loaded into management system
- Budget is made available on the Web
- Budget is posted as required by law
- Hold budget process debriefing

July

- Submit tax certification documents to the assessor by July 15
- Submit copy of complete budget document to county clerk by July 15