

Budget Process Timeline

Fiscal Year 2021 – 2022

September

- Develop criteria and fiscal indicators
- Strategic priorities identified and tactical plans developed
- First revenue and enrollment projections established
- Senior Leadership Team (SLT) discusses sustainability and reviews 2021-23 biennium forecast

October

- **October 14 (W)**: Board to give parameters
- **October 27-29 (T-TH)**: Provide training/information sessions to campus
- **October 29-30 (TH-F)**: Send budget worksheets and resource request templates

November

- **November 9-13 (M-F)**: Schedule meetings with all level I budget managers to go over budget development
- **November 20 (F)**: All level I budgets and resource requests due to level II

December

- **December 7-9 (M-W)**: Schedule meetings with all level II budget managers to go over budget development
- **December 9 (W)**: Confirm budget committee appointments and present tuition and fee increases to the Board
- **December 18 (F)**: All level II budgets and resource requests due to level III
- Review revenue and enrollment projections

January

- **January 12-14 (T-TH)**: Schedule meetings with all level III budget managers as needed to go over budget development
- **January 13 (W)**: Present tuition and fee increases to the Board for approval
- Review budget development data elements and criteria
- **January 22 (F)**: ALL budgets and resource requests due from level III to Budget Manager (no extensions)
- Review revenue and enrollment projections

February

- Institutional Effectiveness Committee (IEC) reviews resource allocation requests and provides feedback to SLT by **February 8**
- **February 15 (M)**: Draft budget document complete and to SLT for review
- Balancing budget options and resource allocation by SLT to ensure support of strategic priorities
- Discuss with IEC to ensure we are matching up with college priorities

March

- Finalize proposed budget
- **March 15 (M):** Send 1st “Notice of Budget Committee Meeting” for publication in newspaper on March 21
- Continue monitoring revenue and enrollment projections
- **March 29 (M):** Publish 2nd “Notice of Budget Committee Meeting” on UCC Website

April

- **April 8 (TH):** Hold first External Budget Committee Meeting
- **April 19 (M):** Send “Notice of Budget Hearing” (Via Newspaper and website) for publication on April 25
- **April 22 (TH):** Hold second External Budget Committee Meeting if needed
- Provide budget update to campus

May

- **May 12 (W):** Hold Public Budget Hearing
- **May 12 (W):** Appoint Budget Officer and budget committee for next budget year

June

- **June 9 (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