

Appendix IIIb

BOARD REPORT NO. 14-1-2CA

TO: Members of the Board of Trustees
FROM: Ron Galatolo, Chancellor
PREPARED BY: Kathy Blackwood, Executive Vice Chancellor, 358-6869

APPROVAL OF 2014-15 INTEGRATED DISTRICT BUDGET PLANNING CALENDAR

The budget development process for 2014-15 requires formulation of a budget calendar. Included in the 2014-15 calendar is consultation with the District Committee for Budget and Finance, which is a subcommittee of the District Participatory Governance Council in matters relating to finance.

The calendar provides timelines for planning, discussions and decisions by the Board, and concludes with adoption of the Final Budget for 2014-15 on September 10, 2014.

RECOMMENDATION

It is recommended that the Board of Trustees approve the attached 2014-15 Integrated District Budget Planning Calendar.

Integrated District Budget Planning Calendar, 2014-15

| <u>Date</u> | <u>Campus & District Review/Action</u> | <u>Committee for Budget and Finance Consultation</u> | <u>Board Review/Action</u> |
|---------------------|---|---|---|
| September 2013 | Colleges Finalize Spring 2014 Schedule of Classes | | |
| September | College Budget and Planning committees convene <ul style="list-style-type: none"> • Review priorities, budget goals for current year and accomplishments from past year | District Committee on Budget and Finance convenes | |
| September - October | Develop program plans and discuss strategies for 14-15 Review external audit reports and audit findings | | |
| October - November | College Budget and Planning committees <ul style="list-style-type: none"> • Develop college budget goals for 2014-2015 • Review District prelim resource allocation Faculty Obligation Number report due to the State | | |
| October – December | College Budget and Planning committees <ul style="list-style-type: none"> • Submit hiring priorities • Committees submit tentative recommendation for 2014-15 that includes number of positions to be funded | Review of Budget Calendar, discussion of budget strategies and resource allocation, and budget development process | |
| January 10 | Governor's 2014-15 Budget Proposal | | |
| January – February | College Budget and Planning committees <ul style="list-style-type: none"> • Review 2013-14 expenditures | Review/revise draft of Budget and Planning Calendar Review and reassess estimates of 2014-15 Governor's Budget proposal and discussion of District revenue and expenditure implications (inform DPGC at its next meeting). | Approval of 2014-15 Budget Calendar, review of Governor's Budget, review of State and District revenue and expenditure implications, and discussion of program and operational priorities. Presentation of prior year external audit reports and audit findings |
| January – February | Chancellor's Council <ul style="list-style-type: none"> • Discussions of budget strategies and allocations. | Continuing discussion of State budget and District revenue/expenditure options. | Board policy discussions/decision regarding budget adjustments which impact existing and/or new positions. |
| January/ February | Ongoing State budget hearings Legislative Analyst's Office Review of Governor's Proposed Budget | | |

| <u>Date</u> | <u>Campus & District Review/Action</u> | <u>Committee for Budget and Finance Consultation</u> | <u>Board Review/Action</u> |
|--------------------|--|---|---|
| February | Colleges Finalize Summer Session 2014 Schedule of Classes | Review of preliminary District revenue assumptions and expenditure plans. | Board retreat – Review of preliminary District revenue assumptions and expenditure plans. |
| February | "P1" First Principal Apportionment | Review apportionment and District Controller certifies to State Controller | |
| February/ March | Discussion of budget priorities at Colleges and with Chancellor's Cabinet. | Review of 2013-14 Mid-Year Budget Report | Approval of 2013-14 Mid-Year Budget Report |
| March - May | Departments submit budget requests for 2014-15 to College Budget Committees College Budget committees review requests | | |
| March | Colleges Finalize Fall 2014 Schedule of Classes | Review of Board budget priorities and Districtwide allocations (inform DPGC at its next meeting). | Review/approval of 2014-15 budget priorities and Districtwide allocations. |
| Mid-March - April | Run preliminary position control worksheets for 2014-15 Colleges ongoing review of position control | | |
| March – April | College Budget and Planning committees <ul style="list-style-type: none"> Preliminary current year 2013-14 ending balance estimates Colleges prepare for current year external audit | | Budget updates with Board; review budget assumptions for Tentative budget. Board Goals for 2014-2015 |
| Mid-May | Governor's May Revise | | |
| May | Review of Governor's May Revise | Review of Governor's May Revise (inform DPGC at its next meeting). | Governor's May Revise; budget priorities, goals and objectives. |
| May | Site Tentative Budgets completed. Work resumes developing final budget after tentative budget is loaded. | Review of Fiscal Management Self-Assessment Checklist | |
| June | District Office completes budget input and prepares Tentative Budget document | Review of 2014-15 Tentative Budget | |
| June 25 | | | Adoption of 2014-15 Tentative Budget and 2014-15 Gann Limit. |
| June | "P2" Second Principal Apportionment | Review apportionment and District Controller certifies to State Controller | |
| June-August | Final adjustments to budget are made. | Committee is updated throughout the summer on major budget changes | |

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| July | Enactment of 2014-15 State Budget | | |
| August | Legislative Trailer Bills | | |
| August | State Budget Workshop (held after Advance) | | |
| August | 2013-14 books are closed. District Office completes budget input and prepares Final Budget document. | | |
| September 2014 | | | Public hearing and Adoption of 2014-15 Final Budget. |