

Peralta Community College District

Budget Development Calendar

Fiscal Year 2021-22

Tentative Budget		
Date	Responsible	Action Item
January 11, 2021	Vice Chancellor for Finance and Administration	Governor Proposed Budget releases.
January 18, 2021	Vice Chancellor for Finance & Administration and Chancellor	Review Budget Development Calendar with Chancellor.
January 25, 2021	Vice Chancellor for Finance and Administration	Projected Funds for 2021-22 fiscal year based upon Governor's budget proposal reviewed with the Planning and Budgeting Council and Chancellor's Cabinet. Draft budget assumptions for the Tentative Budget.
January 26, 2021	Vice Chancellor for Finance and Administration	Budget calendar to Board of Trustees for adoption (AP 6250).
January 29, 2021	Vice Chancellor for Finance & Administration and Chancellor	Review Budget Development Calendar with Chancellor.
February 5, 2021	Budget Director	Round 1 positions control for 2021-22 fiscal year distribution to colleges.
February 5, 2021	Chancellor Vice Chancellors College Presidents Business Directors Budget Director	Prior and current year line item budgets, instruction packets, and due dates are distributed to Campus Presidents, Business Directors, and Vice Chancellors for distribution to managers with budget responsibility. Campus and DAC budget processes determine priorities, reallocation of funds (within college), and responsibility managers prepare budget forms for submittal to Budget Director.
February 19, 2021	Planning and Budgeting Council	Review Governor's 2021-22 Proposed Budget. Review Tentative Budget Assumptions. Review the Budget Allocation Model (Student Centered Funding Formula).
February 26, 2021	Vice Chancellor for Finance & Administration and Chancellor	Review Tentative Budget Assumptions and Allocation.
March 5, 2021	College Presidents Vice Chancellors Business Directors	Submit discretionary budget worksheets to Budget Director. Submit round 1 positions control worksheets with any changes to the Budget Director.

March 19, 2021	Vice Chancellor for Finance and Administration Budget Director	2021-22 preliminary budgets submissions are presented to the Planning and Budgeting Council. Round 2 position control worksheets are sent to the College Presidents, Business Directors, and Vice Chancellors.
March XX, 2021	Vice Chancellor for Finance and Administration Budget Director Planning & Budgeting Council	Discussion and review of the FTES allocation and enrollment numbers to make a recommendation for the Chancellor's Cabinet in the upcoming year. (Note: to be completed earlier in the future.)
April 2, 2021	College Presidents Vice Chancellors Business Directors	Submit round 2 positions control worksheets revisions to Budget Director.
April 5, 2021	Budget Director	Load positions control and discretionary budgets into OnePeralta.
April 19, 2021	Vice Chancellor for Finance and Administration	Chancellor's Cabinet updated on status of Preliminary Budget. Review, discussion, and recommended adjustments brought forward.
May XX, 2021	Vice Chancellor for Finance and Administration	Governor May Revision releases.
May 28, 2021	Vice Chancellor for Finance and Administration	Finalizes budget assumptions for the Tentative Budget. Preliminary budget is presented to the Planning and Budgeting Council.
June 08, 2021	Vice Chancellor for Finance and Administration	Tentative Budget is presented to the Board of Trustees for first read.
June 22, 2021	Vice Chancellor for Finance and Administration	Tentative Budget is presented to the Board of Trustees for approval.
Adopted Budget		
August 27, 2021	Planning and Budgeting Council	Review draft of the Adopted Budget.
August 23, 2021	Vice Chancellor for Finance & Administration and Chancellor	Review Adopted Budget Assumptions and Allocation.
September 14, 2021	Vice Chancellor for Finance and Administration	Present the Adopted Budget to the Board for approval.