Proposed 2012-2013 Budget Timeline Revised: Oct. 8, 2012

1st of each month:

- **Action:** vice presidents run cluster reports; all employees with budgets run budget reports.
- **Account(s)**: examine for accuracy, ensure staying within budget, complete eBTAs to “cure” ALL.
- **Non-compliance** will have consequences which may include removal of budgetary oversight responsibility.

**July 1, 2012**

- **Budgets established for 2012-13**
- **Action:** using the portal, create all budget accounts and complete eBTAs.
- **Who:** All employees with budgetary oversight responsibility.

**Aug. 20-Sept. 4**

- Academic Affairs complete hourly assignments for Fall 2012; clean up database.
- Student Services complete hourly assignments for Fall 2012; clean up database.

**Aug. 17**

- Administrative Services: SPOC run report of assignments and clean up database.

**Sept. 10**

- All cancelled courses/cancelled assignments for Fall 2012 processed. VPs ensure compliance.

**Oct. 15-26**

- **Quarterly reconciliation meetings**
  - **Action:** meet with Nestor/Arif/Tomlinson.
  - **Who:** All employees with budgetary oversight responsibility must schedule appointments or it will be scheduled for you. Non-compliance will have consequences which may include removal of budgetary oversight responsibility.

**Dec. 21**

- Mid-year projections; mid-year possible reductions (D.O.)

**Jan. 2013**

- State announces mid-year budget status.

**Jan. 5**

- Dedicated Revenue Projection 2013-14 due to D.O. from the campus.

**Jan. 6**

- **2013-14 Campus Op Plan development begins.**
  - Budget Managers receive and complete total employee worksheet and the total account worksheet.
  - Budget Managers review both work sheets for any possible changes/corrections with respect to: employee addition, departmental reallocation, retirement, resignation and unpaid leave and also for account. Budget Managers input and recommendations/corrections will be used for the Budget development and preparation process for the unrestricted funds only.
  - **New employees hired after Dec. 15, 2012 need to be manually entered on Op Plan worksheets**
  - Admin Services will send a separate letter for the categorical and the enterprise program funds that will be distributed later with the District projections data memo.
  - Corrected worksheets (2 see above) submitted to cluster VP for approval; once approved by VP, he/she send to Arif. Deadline: Tuesday, January 31, 2013.

**Jan. 16-30**

- **Quarterly reconciliation meetings**
  - **Action:** meet with Nestor/Arif/Tomlinson.
  - **Who:** All employees with budgetary oversight responsibility must schedule appointments or it will be scheduled for you. Non-compliance will have consequences which may include removal of budgetary oversight responsibility.

**Jan. 22-Feb. 4**

- Academic Affairs complete hourly assignments for Spr. 2013; clean up database.
- Student Services complete hourly assignments for Spr. 2013; clean up database.

**Jan 23**

- 2013-2014 Enterprise program allocation (historical) data from District Office; Deadline to submit forms/data to Admin Services: Feb 10, 2013.

**Jan. 30**

- All equipment and necessary supplies for 2012-13 budget cycle must be ordered.
Jan. 31 2012-14 Campus Op Plan worksheets due from Budget Managers with approvals from cluster VPs

Feb 13 Categorical allocation for 2013-14 letter/memo arrives from District Office; Categorical Managers deadline to submit forms/data to Admin Services: Feb 22, 2013.

Feb. 22 All cancelled courses or cancelled assignments for Spr 2013 processed. VPs ensure compliance

Feb. 25 Administrative Services: SPOC run report of assignments; clean up database.

Mar. 23 VP Admin provide initial ending balance projections 2012-13 to D.O.

Apr. 3 VP Admin distribute purchasing and year-end closing schedule 2012-13 (D.O.)

April 3 Open period for tentative budget adjustments for 2013-14 Budget Cycle. Adjustments to Op Plan can be made within the allocation granted the college.

Apr. 15 Fiscal Year Close Out operations begin for 2012-2013

Apr. 15 D.O. Procurement deadline: Prog 100 requisitions/purchase orders over $81,000 completed; Requests for contract; Short term agreements; ALL COLLEGE REIMBURSEMENTS PROCESSED (Professional development, etc.)

Apr. 15-29 Quarterly reconciliation meetings
*Action: meet with Nestor/Arif/Tomlinson
*Who: All employees with budgetary oversight responsibility must schedule appointments or it will be scheduled for you. Non-compliance will have consequences which may include removal of budgetary oversight responsibility

May 7 State announces May-revise

May 14 D.O-- SFP Procurement deadline: SFP/Categoricals requisitions/purchase orders completed; Requests for contract; Short term agreements; Mileage for 2012-13 submitted to-date

May 22 Budget Operation Plan due in D.O. Budget office

May 31 D.O. Procurement deadline: All mileage for 2012-13 submitted to-date

June 3-7 Fiscal Year Close (Final Quarterly reconciliation) meetings
*Action: meet with Nestor/Arif/Tomlinson
*Who: All employees with budgetary oversight responsibility must schedule appointments or it will be scheduled for you. Non-compliance will have consequences which may include removal of budgetary oversight responsibility

June 24 Any mileage claims for the month of May/June ONLY Prog 100/SFPs CLOSE OUT.

June 30 All fiscal operations completed for 2012-13; Equipment ordered earlier must be received

July 14 All open commitments will be cancelled (D.O)