

**BOARD REPORT NO. 12-1-1CA**

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

**APPROVAL OF 2012-13 BUDGET AND PLANNING CALENDAR**

The budget development process for 2012-13 requires formulation of a budget calendar. Included in the 2012-13 calendar is consultation with the District Committee for Budget and Finance, which is a subcommittee of the District Shared 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 2012-13 on September 19, 2012.

**RECOMMENDATION**

It is recommended that the Board of Trustees approve the attached 2012-13 Budget and Planning Calendar.

## Budget and Planning Calendar, 2012-13

<u>Date</u>	<u>Campus &amp; District Review/Action</u>	<u>Committee for Budget and Finance Consultation</u>	<u>Board Review/Action</u>
September	Campuses Finalize Spring 2012 Schedule of Classes		
November – December		Review of Budget and Planning Calendar, discussion of budget strategies and resource allocation, and budget development process	
January 5	Governor's Budget Proposal		
January	Chancellor's Council review/revise draft of Budget and Planning Calendar and budget development process; discussion of Governor's Budget; District revenue/expenditure implications.	Review of Governor's Budget and discussion of District revenue and expenditure implications (inform DSGC at its next meeting).	Approval of 2012-13 Budget and Planning Calendar, review of Governor's Budget, review of State and District revenue and expenditure implications, and discussion of program and operational priorities.
January/ February	Chancellor's Council 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 positions.
January/ February	Ongoing State budget hearings		
February	Legislative Analyst's Office Review of Governor's Proposed Budget		
February	Campuses Finalize Summer Session 2012 Schedule of Classes	Review of preliminary District revenue assumptions and expenditure plans.	Review of preliminary District revenue assumptions and expenditure plans.
February	"P1" First Principal Apportionment	Certify to State Controller Apportionment	
February/ March	Discussion of budget priorities at Colleges and with Chancellor's Cabinet.	Review of 2011-12 Mid-Year Budget Report	Review of 2011-12 Mid-Year Budget Report
March	Campuses Finalize Fall 2012 Schedule of Classes	Review of Board budget priorities and Districtwide allocations (inform DSGC at its next meeting).	Review/approval of 2012-13 budget priorities and Districtwide allocations.
Mid-March	Run preliminary position control worksheets for 2012-13	Colleges ongoing review of position control	
April			Budget updates with Board; review budget assumptions for Tentative budget.
May 11	Site Tentative Budgets completed. Work resumes developing final budget after tentative budget is loaded.		
Mid-May	Governor's May Revise		

<u>Date</u>	<u>Campus &amp; District Review/Action</u>	<u>Committee for Budget and Finance Consultation</u>	<u>Board Review/Action</u>
May	Review of Governor's May Revise	Review of Governor's May Revise (inform DSGC at its next meeting).	Governor's May Revise; budget priorities, goals and objectives.
June	District Office completes budget input and prepares Tentative Budget document	Review of 2012-13 Tentative Budget	
June 27			Adoption of 2012-13 Tentative Budget and 2012-13 Gann Limit.
June	"P2" Second Principal Apportionment	Certify to State Controller Apportionment	
June-August	Final adjustments to budget are made.		
July	Enactment of 2012-13 State Budget		
August	Legislative Trailer Bills		
August	State Budget Workshop (held after Advance)		
August	2011-12 books are closed. District Office completes budget input and prepares Final Budget document.		
Sept. 19			Adoption of 2012-13 Final Budget.