

Appendix 3.F

16-17 Budget Calendar

January 2016

- 08 – Budget worksheets distributed to Budget Development Work Group (Work Group members responsible to disseminate worksheets to their staff who compiles budgets)
- 12 – Deans’ Meeting (Budget process/deadlines discussed/planned projects prioritized)
- 12 – Leigh available for Budget training sessions in R9 by appt (1-5)**
- 13 – Leigh available for Budget training sessions in R9 by appt (12-5)**
- 14 – Leigh available for Budget training session in R9 by appt (12-5)**
- 14 – Budget Development Work Group meeting**
 - **Discussions include: State Funding, Eric’s Forecast Review, create/eliminate Cost Centers, budget reallocation, and updated timeline distributed.**
- 22 – Ross and Eric complete discussions about new cost centers and allocations
- 28 – Budget Development Work Group meeting**
 - **Discussions include: Revenue Forecasting, Enrollment Projections, Approved New Cost Centers, Planning Prioritization**
- 29 – Roll-over budget reallocation in myLakerLink due**
- 29 – Existing roll-over personnel inventory updates finalized
- 29 – Enterprise/Internal Service budget in myLakerLink due**

February 2016

- 04 – Business Services staff verifies updates, approves and closes budget worksheets to staff
- 04 – Debt Service amounts entered into Budget
- 05 – Desired budget increases worksheets due to Business Services (Leigh) – based on prioritized planned projects**
- 05 – Updated Budget Forecast tool
- 09 – Executive Team discussion - budget increases/decreases and personnel changes discussed based on prioritized planned projects
- 11 – Budget Development Work Group Meeting**
 - **Discussions include: Fees policy for Board, approved budget increases/decreases including personnel, waiver recommendation and grants budget info discussed, prioritization of planned projects**
- 12 – Business Services staff enters all approved increases/decreases
- 12 – Board Resolution created for fees by Admin Services

22 – Board Meeting – Fees presented

25 – Budget Development Work Group Meeting

- **Discussions include: Revenue forecasting, grant budgets due, prioritization of planned projects**

29 – Business Services staff begins entering in grant budgets and projected transfers

March 2016

04 – Business Services staff creates variance (“crunch”) report for general fund

09 – Grant Budgets finalized

10 – Budget Development Work Group Meeting

- **Discussions include: Variance report, tuition policy for Board, balance budget**

18 – Business Services staff distributes final variance report for general fund

24 – Budget Development Work Group Meeting

- **Discussions include: Tuition policy, last review of budget variance report**

28 – Board meeting – Tuition presented

April 2016

01 – Budget message received for inclusion into budget book

01 – Final Budget Entries (Budget Balanced)

15 – Send Recommended Budget and budget committee documents to Print Shop

25 – Send printed Recommended Budget copies to appropriate departments for distribution

25 – Business Services publishes first notice of the Budget Committee meeting within 5 to 30 days before the hearing

29 – President’s Office mails the President’s Budget Message and Recommended Budget to the Budget Committee (not more than 10 days prior to meeting)

May 2016

02 – Business Services publishes second notice of the Budget Committee meeting within 5 to 30 days before the hearing

09 – Budget Development Work Group meeting

09 – Board Budget Committee meeting – New members sworn in, officers elected, the President delivers the Budget Message. The budget Committee may approve the Recommended Budget and set the College levy rate. Public comment allowed.

24 – Business Services publishes the Financial Summary of the Budget and the First Notice of the Budget Hearing within 5 to 30 days before the hearing.

June 2016

06 – Board Budget Committee meeting (if necessary)

20 – Adopted budget is drafted for easy editing for printing

27 – Board of Education meeting – Board of Education holds the Budget Hearing, makes final budget adjustments, adopts the Budget, appropriates the funds, and certifies the levy to the assessors.

28 – Business Services enters final budget adjustments, verifies accuracy, if necessary, of the Adopted Budget and prepares the final Budget document for printing.

29 – Adopted Budget sent to the Print Shop for printing. (3 copies due back by July 1st for mailing to Counties)

July 2016

04 – Required Budget documents mailed to County Clerk, Assessor, and the Oregon Department of Revenue.

05 – Electronic Adopted Budget distributed to staff, CCWD, & Umpqua Bank

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