

**Solano Community College District
2012-13 Budget Development Calendar**

January		April		August	
10	Governor's expected release date of 2012-13 State budget proposal.	1	No purchases greater than \$25,000 to be processed after April 30.	15	FABPAC Special Meeting during Flex-Cal: Review of 2012-13 Proposed Adoption Budget.
18	FABPAC Meeting: Report of Governor's 2012-13 budget proposal.	10	Tentative Budget sent to Vice Presidents for review with Budget Managers.	26	Present 2012-13 Proposed Adoption Budget to the SPC.
20	FY 2012-13 revenue and expenditure projections. Full-time salaries and benefits projected.	May		September	
To Board: Mid-Year Financial Status Review		1	Close out all open item POs by 06.30.12 to minimize "carry-over" charges.	5	Board Study Session: Workshop on 2012-13 Proposed Adoption Budgets. *
February		3	Budget Managers transmit corrections/adjustments to Fiscal Services for data entry (2nd submission).	12	Publication of legal notice.
1	Position Budget Worksheets: budget worksheets, instructions and District budget assumptions distributed to Budget Managers.	7	Governor's May Revise expected release date.	19	Board Meeting: Public Hearing and Adoption of the 2012-13 Proposed Adoption Budget. *
15	From Integrated Planning Process (IPP): FABPAC to provide budgeting recommendations and report the results to the Review Groups (RGs) and college community by February 15 of planning year.	12	Vice Presidents transmit budget changes and corrections to Fiscal Services for Tentative Budget (2nd submission).	October	
15	Review early purchasing deadline for current fiscal year.	14	Draft Tentative Budget prepared for the SPC.	FY 2013-14 Budget Cycle Begins	
15	FABPAC meeting: 2012-13 financial projections update.	16	FABPAC meeting: Review of Tentative 2012-13 General Fund budget in light of May Revise.	To Board and Campus Community: Staff and FABPAC develop 2013-14 Budget Development Calendar and distribute.	
17	Budget Managers transmit position corrections/adjustments to Fiscal Services.	June		1	From IPP: RGs forward all reasonable strategies to Shared Governance Council by October 1 of planning year.
17-23	Vice Presidents review restricted and unrestricted funds with program Budget Managers and prepare preliminary budget projections.	6	Board Meeting: 2012-13 Tentative Budget presented for information.	November	
26	Vice Presidents forward preliminary budget worksheets to Fiscal Services.	20	Board Meeting: 2012-13 Tentative Budget adopted by Board.	1	From IPP: Strategic proposals requiring funding will be forwarded to FABPAC by November 1 of planning year.
March		July			
1	From IPP: The Superintendent-President's Cabinet (SPC) identifies proposals to be implemented and reports these to the campus community by March 1 of planning year.	2	Budget Managers transmit position corrections/adjustments to Fiscal Services (final submission).	* Dates in September are contingent on the State budget passage and could impact subsequent dates in the calendar.	
9	Present Preliminary 2012-13 General Fund Budget to the SPC.	9	Final budget worksheets returned to Vice Presidents for review with Budget Managers.		
17	Present Preliminary 2012-13 General Fund Budget to the Governing Board.	16	Vice Presidents submit Final Budgets to Fiscal Services.		

PRELIMINARY BUDGET PHASE

TENTATIVE BUDGET PHASE

PUBLICATION BUDGET

BUDGET ADOPTION PHASE

FY 2013-14 BUDGET CYCLE BEGINS FROM INTEGRATED PLANNING PROCESS CALENDAR