



GROSSMONT-CUYAMACA  
COMMUNITY COLLEGE DISTRICT

**2021/2022 Budget Preparation Calendar**

Month	Date	Item	Responsible Dept/Individual
<b>January</b>	Jan 8	Governor's Proposed 21/22 Budget Released	n/a
	<b>Jan 11</b>	<b>Districtwide Strategic Planning &amp; Budget Council Meeting (Virtual)</b>	<b>n/a</b>
<b>February</b>	<b>Feb 8</b>	<b>Districtwide Strategic Planning &amp; Budget Council Meeting (Virtual)</b>	<b>n/a</b>
	Feb 22	Sites issued 20/21 FTES Forecast (Census Date 2/16/21)	District (Sara)
	Late Feb	P1 for 20/21 Issued by State Chancellor's Office	n/a
<b>March</b>	Mar 8	21/22 Fiscal Year Created/Open in Workday	District (Karen)
	<b>Mar 8</b>	<b>Districtwide Strategic Planning &amp; Budget Council Meeting (Virtual)</b>	<b>n/a</b>
	Mar 12	Sites issued 20/21 Dedicated Income YTD Actuals	District (Todd)
	Mar 15	Copy 20/21 Adoption Budget to 21/22 TB Budget Plan	District (Sean & Karen)
	Mar 19	21/22 Tentative Budget Payroll Forecast Available to run by Site Business Offices	Site CBOs
	Mar 31	21/22 Dedicated Income Tentative Budget due from site CBOs	Site CBOs
	Wk of Mar 29 – Apr 3	Spring Recess	n/a
<b>April</b>	Apr 9	21/22 Tentative Budget Total Benefit cost projections	District Business Office and HR
	<b>Apr 12</b>	<b>Districtwide Strategic Planning &amp; Budget Council Meeting (Virtual)</b>	<b>n/a</b>
	Apr 23	21/22 Districtwide Commitments (IT, P&L Insurance, Sheriff, etc.) and District Services allocation estimated	District (Todd)
<b>May</b>	May 7	21/22 Tentative Budget Income Allocation Model (IAM) issued to sites	District (Todd)



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	<b>May 10</b>	<b>Districtwide Strategic Planning &amp; Budget Council Meeting (Virtual)</b>	n/a
	May 10	Post 21/22 Tentative Budget IAM to Intranet	District (Sarah)
	<b>TBD</b>	<b>2016/2022 Strategic Planning Workshop (TBD)</b>	
	May 17	Site posting complete for all funds in 21/22 TB Budget Plan. Restricted Funds Summary due to DS	Site CBO Offices
	May 24	TB Book Complete for Final Review	District Business Office
	May 28	21/22 Tentative Budget packet complete for DEC Posting on June 2	District Business Office
	TBD	Governor's Revised 21/22 Budget Released	n/a
<b>June</b>	June 2	21/22 Tentative Budget packet Complete for District Executive Council (DEC) Posting	District (All)
	<b>June 7</b>	<b>Districtwide Strategic Planning &amp; Budget Council Meeting (Virtual)</b>	n/a
	<b>June 15</b>	<b>Governing Board Regular Meeting - Tentative Budget Presented to Board; Tentative Budget Action Item (Virtual Until Further Notice)</b>	<b>Sahar</b>
	June 16	Post 21/22 Tentative Budget on Intranet and External Website	District (Sarah)
	June 16	Copy 21/22 TB Budget Plan to 21/22 AB Budget Plan. Lock TB budget plan after copy.	District (Sean & Karen)
	June 17	Site Business Offices Begin Entering in AB Budget Plan	Sites
	TBD	State Approved 21/22 Budget Released	
<b>July</b>	July 6	First day to enter PRs for 21/22	All Departments
	Mid-July	State Chancellor's Office Budget Workshop	n/a
	<b>July 12</b>	<b>Districtwide Strategic Planning &amp; Budget Council Meeting - TBD</b>	
	July 29	Send 20/21 Dedicated Income Actuals to Site Business Office	District (Todd)
<b>August</b>	Aug 2	Posting of 20/21 PO Carryover to 21/22 Workday POCO Budget Plan by District Business Office	District (Sean)
	Aug 5	Finalize All 21/22 Revenue Estimates (incl Dedicated Income)	CBOs



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	<b>Aug 9</b>	<b>Districtwide Strategic Planning &amp; Budget Council Meeting - TBD</b>	<b>n/a</b>
	Aug 9	21/22 Districtwide Commitments and District Services AB allocations estimated	District (Todd)
	Aug 18	Books closed – All Funds 20/21 activities closed	Site Business Offices (All)
	Aug 23	21/22 Adoption Budget IAM issued to sites	District (Todd)
	Aug 23	21/22 Adoption Budget IAM posted to Intranet	District (Sarah)
	Aug 25	Site posting complete for all funds in 21/22 AB Budget Plan, including Salaries and PO Carryover. Restricted Funds Summary due to DS	Site CBO Offices
	Aug 31	AB Book Complete for Final Review	District Business Office
<b>September</b>	Sep 3	21/22 Adoption Budget packet complete for DEC Posting	District Business Office
	<b>Sep 7</b>	<b>Districtwide Strategic Planning &amp; Budget Council Meeting - TBD</b>	<b>n/a</b>
	<b>Sep 14</b>	<b>Present Adoption Budget to Board at Board meeting (Virtual Until Further Notice)</b>	<b>Sahar</b>
	<b>Sep 14</b>	<b>Governing Board Regular Meeting – Adoption Budget Action Item (Virtual Until Further Notice)</b>	<b>n/a</b>
	Sep 15	Copy 21/22 AB Budget Plan to 21/22 WB Budget Plan. Lock AB budget plan after copy.	District (Sean & Karen)
	Sep 15	Post 21/22 Adoption Budget on Intranet and External Website	District (Sarah)
<b>October</b>	<b>Oct 4</b>	<b>Districtwide Strategic Planning &amp; Budget Council Meeting (TBD)</b>	<b>n/a</b>
	Oct 10	Annual Financial and Budget Report due to CCCCCO (CCFS-311)	District Business Office
<b>November</b>	<b>Nov 1</b>	<b>Districtwide Strategic Planning &amp; Budget Council Meeting (TBD)</b>	<b>n/a</b>
<b>December</b>	<b>Dec 6</b>	<b>Districtwide Strategic Planning &amp; Budget Council Meeting (TBD)</b>	
	Dec 31	Annual Audit Report due to CCCCCO	Auditors & District Business Office