



GROSSMONT-CUYAMACA
COMMUNITY COLLEGE DISTRICT

2022/2023 Budget Preparation Calendar

Month	Date	Item	Responsible Dept/Individual
January	Jan 10	Governor's Proposed 22/23 Budget Released	n/a
	Jan 10	Districtwide Strategic Planning & Budget Council Meeting (Virtual) - Canceled	n/a
February	Feb 7	Districtwide Strategic Planning & Budget Council Meeting (Virtual)	n/a
	Feb 22	Sites issued 21/22 FTES Forecast (Census Date 2/14/22)	District (Sara)
	Late Feb	P1 for 20/21 Issued by State Chancellor's Office	n/a
	Feb 28	Districtwide Strategic Planning & Budget Council Meeting (Virtual)	
March	Mar 7	22/23 Fiscal Year Created/Open in Workday	District (Karen)
	Mar 11	Sites issued 21/22 Dedicated Income YTD Actuals	District (Todd)
	Mar 14	Copy 21/22 Adoption Budget to 22/23 TB Budget Plan	District (Karen)
	Mar 18	22/23 Tentative Budget Payroll Forecast Available to run by Site Business Offices	Site CBOs
	Mar 31	22/23 Dedicated Income Tentative Budget due from site CBOs	Site CBOs
	Wk of Mar 28 – Apr 1	Spring Recess	n/a
April	Apr 8	22/23 Tentative Budget Total Benefit cost projections	District Business Office and HR
	Apr 11	Districtwide Strategic Planning & Budget Council Meeting (Virtual)	n/a
	Apr 22	22/23 Districtwide Commitments (IT, P&L Insurance, Sheriff, etc.) and District Services allocation estimated	District (Todd)
May	May 2	Districtwide Strategic Planning & Budget Council Meeting (Virtual)	n/a
	May 6	22/23 Tentative Budget Income Allocation Model (IAM) issued to sites	District (Todd)
	May 18	Site posting complete for all funds in 22/23 TB Budget Plan. Restricted Funds Summary due to DS	Site CBO Offices



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	May 25	TB Book Complete for Final Review	District Business Office
	TBD	Governor's Revised 22/23 Budget Released	n/a
June	June 1	22/23 Tentative Budget packet Complete for District Executive Council (DEC) Posting for June 6 mtg	District (All)
	June 6	Districtwide Strategic Planning & Budget Council Meeting (Virtual)	n/a
	June 7	Post 22/23 Tentative Budget IAM to Intranet	District (Sarah)
	June 14	Governing Board Regular Meeting - Tentative Budget Presented to Board; Tentative Budget Action Item (Location TBD)	Sahar
	June 15	Post 22/23 Tentative Budget on Intranet and External Website	District (Sarah)
	June 15	Copy 22/23 TB Budget Plan to 22/23 AB Budget Plan. Lock TB budget plan after copy.	District (Karen)
	June 16	Site Business Offices Begin Entering in 22/23 AB Budget Plan	Sites
	TBD	State Approved 22/23 Budget Released	
July	TBD	First day to enter PRs for 22/23	All Departments
	Mid-July	State Chancellor's Office Budget Workshop	n/a
	July 5	Districtwide Strategic Planning & Budget Council Meeting - TBD	
	July 28	Send 21/22 Dedicated Income Actuals to Site Business Office	District (Todd)
August	Aug 1	Districtwide Strategic Planning & Budget Council Meeting - TBD	n/a
	TBD	Posting of 21/22 PO Carryover to 22/23 Workday POCO Budget Plan by District Business Office	District (Karen)
	Aug 5	Finalize All 22/23 Revenue Estimates (incl Dedicated Income)	CBOs
	Aug 9	22/23 Districtwide Commitments and District Services AB allocations estimated	District (Todd)
	Aug 19	Books closed – All Funds 21/22 activities closed for all entries. District begin closing funds	Site Business Offices (All)
	Aug 24	22/23 Adoption Budget IAM issued to sites	District (Todd)
	Aug 24	22/23 Adoption Budget IAM posted to Intranet	District (Sarah)



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	Aug 26	Site posting complete for all funds in 22/23 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
September	Sep 2	22/23 Adoption Budget packet complete for DEC Posting (Aug 31 is posted deadline for Sep 6 mtg)	District Business Office
	Sep 6	Districtwide Strategic Planning & Budget Council Meeting - TBD	n/a
	Sep 13	Governing Board Regular Meeting - Adoption Budget Presented to Board; Adoption Budget Action Item (Location TBD)	n/a
	Sep 14	Copy 22/23 AB Budget Plan to 22/23 WB Budget Plan. Lock AB budget plan after copy.	District (Karen)
	Sep 14	Post 22/23 Adoption Budget on Intranet and External Website	District (Sarah)
October	Oct 3	Districtwide Strategic Planning & Budget Council Meeting (TBD)	n/a
	Oct 10	Annual Financial and Budget Report due to CCCCCO (CCFS-311)	District Business Office
	Oct 31	Districtwide Strategic Planning & Budget Council Meeting (TBD)	n/a
November			
December	Dec 5	Districtwide Strategic Planning & Budget Council Meeting (TBD)	
	Dec 31	Annual Audit Report due to CCCCCO	Auditors & District Business Office