



GROSSMONT-CUYAMACA
COMMUNITY COLLEGE DISTRICT

2023/2024 Budget Preparation Calendar

Month	Date	Item	Responsible Dept./Individual
January	Jan 10	Governor's Proposed 23/24 Budget Released	n/a
February	Feb 13	Districtwide Strategic Planning & Budget Council Meeting	n/a
	Feb 21	Sites issued 22/23 FTES Forecast (Census Date 2/13/23)	District (Sara)
	Late Feb	P1 for 22/23 Issued by State Chancellor's Office	n/a
March	Mar 1	23/24 Tentative Budget Payroll Forecast Available to run by Site Business Offices	Site Business Office
	Mar 6	23/24 Fiscal Year Created/Open in Workday	District (Karen)
	Mar 10	Sites issued 22/23 Dedicated Income YTD Actuals	District
	Mar 13	Copy 22/23 Adoption Budget to 23/24 TB Budget Plan	District (Karen)
	Mar 17	Send TB PR Forecast Summary Spreadsheet to Sites	District
	Mar 30	23/24 Dedicated Income Tentative Budget due from site CBOs	Site CBOs
	Wk of Mar 27 – 31	Spring Recess	n/a
April	Apr 3	Request Current Benefit Census from HR	District Business Office
	Apr 7	TB PR Forecast Summary Spreadsheet due back to DS Business Office from Sites	Site CBOs
	Apr 7	Send 22/23 UGF Expense Projections Spreadsheet to Sites	District Business Office



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	TBD	First day to enter PRs for 23/24. Must be entered with a Request Date of 7/1/23 in order to properly process in 23/24	All
	Apr 14	22/23 UGF Expense Projections due from sites CBOs	Site CBOs
	Apr 14	Finalize 22/23 Revenue Projections and 23/24 Tentative Budget Revenue	District
	Apr 14	Benefit Census due to Business Office from HR	HR
	Apr 21	23/24 Tentative Budget Total Benefit cost projections	District Business Office
	Apr 21	23/24 Districtwide Commitments (IT, P&L Insurance, Sheriff, etc.) and District Services allocation estimated	District
May	May 5	23/24 Tentative Budget Income Allocation Model (IAM) issued to sites	District
	May 8	Districtwide Strategic Planning & Budget Council Meeting	n/a
	May 19	Site posting complete for all funds in 23/24 TB Budget Plan. Restricted Funds Summary due to DS	Site CBO Offices
	May 26	TB Book Complete for Review	District Business Office
	TBD	Governor's May Revised 23/24 Budget Released	n/a
June	June 1	23/24 Tentative Budget Book Final	District (All)
	June 7	Post 23/24 Tentative Budget IAM to Intranet	District (Sarah)
	June 7	Provide 23/24 TB Benefit Rates to IT to Update Workday for July payroll	District
	June 12	Districtwide Strategic Planning & Budget Council Meeting	n/a
	June 13	Governing Board Regular Meeting - Tentative Budget Presented to Board; Tentative Budget Action Item (Location GC)	VC, Business Services
	June 14	Post 23/24 Tentative Budget on Intranet and External Website	District (Sarah)



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	June 14	Copy 23/24 TB Budget Plan to 23/24 AB Budget Plan. Lock TB budget plan after copy.	District (Karen)
	June 15	Site Business Offices Begin Entering in 23/24 AB Budget Plan	Sites
	TBD	State Approved 23/24 Budget Released	
July	Mid-July	State Chancellor's Office Budget Workshop	n/a
	July 17	Request Current Benefit Census from HR	DS Business Office
	July 17	Send AB PR Forecast Summary Spreadsheet to Site Business Offices	DS
	July 24	Send 22/23 Dedicated Income Actuals to Site Business Office	District
	July 24	AB PR Forecast Summary Spreadsheet due back to DS Business Office from Sites	Site CBOs
	July 27	Benefit Census Due to District Business Office from HR	HR
	Jul 31	Final 23/24 Dedicated Income due to DS Business Office	Site CBOs
August	Aug 7	Districtwide Strategic Planning & Budget Council Meeting	n/a
	TBD	Posting of 22/23 PO Carryover to 23/24 Workday POCO Budget Plan by District Business Office	District (Karen)
	Aug 3	Finalize AB Benefit Projections	DS
	Aug 3	Finalize All 23/24 Revenue	CBOs
	Aug 10	23/24 Districtwide Commitments and District Services AB allocations estimated	District
	Aug 10	23/24 AB Benefit Rates to IT for Workday Update	District
	Aug 11	22/23 Gen Fund Closed and Ending Balance Finalized. Begin closing GF	District



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	Aug 18	Books closed – All Funds 22/23 activities closed for all entries. District begin closing funds	Site Business Offices (All)
	Aug 18	23/24 Adoption Budget IAM issued to sites	District
	Aug 19-28	All funds closed and All 22/23 Fund F/S Folders reviewed and approved prior to finalizing AB Book	Financial Analysts and AVC
	Aug 21	23/24 Adoption Budget IAM posted to Intranet	District (Sarah)
	Aug 23	Site posting complete for all funds in 23/24 AB Budget Plan, including Salaries and PO Carryover. Restricted Funds Summary due to DS	Site CBO Offices
	Aug 28	AB Book Complete for Review	District Business Office
	Aug 31	AB Book Final	
September	Sep 11	Districtwide Strategic Planning & Budget Council Meeting	n/a
	Sep 12	Governing Board Regular Meeting - Adoption Budget Presented to Board; Adoption Budget Action Item (Location CC)	VC, Business Services
	Sep 13	Copy 23/24 AB Budget Plan to 23/24 WB Budget Plan. Lock AB budget plan after copy.	District (Karen)
	Sep 13	Post 23/24 Adoption Budget on Intranet and External Website	District (Sarah)
October	Oct 10	Annual Financial and Budget Report due to CCCCCO (CCFS-311)	District Business Office
November	Nov 13	Districtwide Strategic Planning & Budget Council Meeting	n/a
December	Dec 31	Annual Audit Report due to CCCCCO	Auditors & District Business Office