



GROSSMONT-CUYAMACA
COMMUNITY COLLEGE DISTRICT

2020/2021 Budget Preparation Calendar

| Month | Date | Item | Responsible Dept/Individual |
|---------------------|-------------------|--|-----------------------------|
| January 2020 | Jan 13 | Districtwide Strategic Planning & Budget Council meeting (CC/Std. Ctr.) | n/a |
| | Mid-Jan | Governor's Proposed 20/21 Budget Released | n/a |
| February | Feb 10 | Districtwide Strategic Planning & Budget Council meeting (GC/Griffin Gate) | n/a |
| | Feb 19 | Sites issued 19/20 FTES Forecast (Census Date 2/10/20) | District (Sara) |
| | Late Feb | P1 for 19/20 Issued by State Chancellor's Office | n/a |
| March | Mar 6 | 20/21 Fiscal Year Created/Open in Workday | District Acctng (Karen) |
| | Mar 9 | Districtwide Strategic Planning & Budget Council meeting (CC/Std. Ctr.) | n/a |
| | Mar 9 | Sites issued 19/20 Dedicated Income YTD Actuals | District (Todd) |
| | Mar 13 | Copy 19/20 Adoption Budget to 2020/21 S1 Budget Plan | District (Sean) |
| | Mar 16 | 20/21 Tentative Budget Payroll Forecast Available to run by Site Business Offices | Site CBOs |
| | Mar 20 | 20/21 Dedicated Income Tentative Budget due from site CBOs | Site CBOs |
| | Wk of Mar 23 – 27 | Spring Recess | n/a |
| | | | |
| April | Apr 10 | 20/21 Tentative Budget Total Benefit cost projections from H/R | HR (Janet) |
| | Apr 13 | Districtwide Strategic Planning & Budget Council meeting (GC Griffin Gate) | n/a |
| | Apr 24 | 20/21 Districtwide Commitments (IT, P&L Insurance, Sheriff, etc.) and District Services allocation estimated | District (Todd) |
| May | May 11 | Districtwide Strategic Planning & Budget Council meeting (CC/Std. Ctr.) | n/a |
| | May 11 | 20/21 Tentative Budget Income Allocation Model (IAM) issued to sites | District (Todd) |
| | May 12 | Post 20/21 Tentative Budget IAM to Intranet | District (Sarah) |
| | May 22 | Site posting complete for all funds in 20/21 S1 Budget Plan. Restricted Funds Summary due to DS | Site CBO Offices |
| | TBD | Governor's Revised 20/21 Budget Released | n/a |
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|------------------|----------------|--|-----------------------------|
| June | June 3 | 20/21 Tentative Budget packet Complete for District Executive Council (DEC) Posting | District (All) |
| | June 8 | Districtwide Strategic Planning & Budget Council meeting (GC Griffin Gate) | n/a |
| | June 16 | 2016/2022 Strategic Planning Workshop 3:30-5:00 (GC/Griffin Gate) | |
| | June 16 | Governing Board Regular Meeting - Tentative Budget Presented to Board; Tentative Budget Action Item (GC/Griffin Gate) | Sahar and Todd |
| | June 17 | Copy 20/21 S1 Budget Plan to 20/21 S2 and WB Budget Plans | District (Sean) |
| | June 18 | Post Tentative Budget on Intranet and External Website | District (Sarah) |
| | | | |
| July | n/a | Districtwide Strategic Planning & Budget Council – No July Meeting | |
| | July 2 | First day to enter PRs for 20/21 | All Departments |
| | Mid-July | State Chancellor’s Office Budget Workshop – 20/21 revenue estimates updated | n/a |
| | July 30 | Send 19/20 Dedicated Income Actuals to Site Business Office | District (Todd) |
| | | | |
| August | Aug 3 | Posting of 19/20 PO Carryover to 20/21 Workday POCO Budget Plan by District Business Office | District (Sean) |
| | Aug 7 | Finalize All 20/21 Revenue Estimates (incl Dedicated Income) | CBOs |
| | Aug 14 | Books closed – GF 19/20 activities closed | Site Business Offices (All) |
| | Aug 14 | 20/21 Districtwide Commitments and District Services allocations estimated | District (Todd) |
| | Aug 17 | 20/21 Adoption Budget IAM issued to sites | District (Todd) |
| | Aug 17 | 20/21 Adoption Budget IAM posted to Intranet | District (Sarah) |
| | Aug 20 | Site posting complete for all funds in 20/21 S2 Budget Plan, including Salaries and PO Carryover. Restricted Funds Summary due to DS | Site CBO Offices |
| | Aug 27 | 20/21 Adoption Budget packet complete for DEC Posting on Aug 28 | District (All) |
| | Aug 31 | Districtwide Strategic Planning & Budget Council meeting (CC/Std. Ctr.) | n/a |
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| September | Sep 8 | Present Adoption Budget to Board at Board meeting (CC/Std. Ctr.) | Sahar and Todd |
| | Sep 8 | Governing Board Regular Meeting – Adoption Budget Action Item | n/a |



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|-----------------|--------------|---|------------------|
| | | (CC/Std. Ctr.) | |
| | Sep 9 | Copy 20/21 S2 Budget Plan to 20/21 WB Budget Plan | District (Sean) |
| | Sep 9 | Post 20/21 Adoption Budget on Intranet and External Website | District (Sarah) |
| | | | |
| October | Oct 5 | Districtwide Strategic Planning & Budget Council meeting (GC/Griffin Gate) | n/a |
| | | | |
| November | Nov 2 | Districtwide Strategic Planning & Budget Council meeting (CC/Std. Ctr.) | n/a |
| | | | |
| December | Dec 7 | Districtwide Strategic Planning & Budget Council meeting (GC/Griffin Gate) | |