

2016-2017 Budget Planning Timeline

January 2016

- **January 8** – Controller works with IT to create new FileSuite in Colleague (Datatel)
- **February 2*** – Budget Analyst sends salary and fringe benefit data to Budget Managers via Excel spreadsheet
- **March 2*** – VP's of Administrative Services & Central Services Budget Managers return final changes to salary and fringe benefit data to Budget Analyst
- **March 11** – Executive Vice Chancellor distributes budget targets
- **April 1** – Senior Accountant imports salary and fringe benefit data into Colleague (Datatel)
- **April 11** – VP's of Administrative Services & Central Services Budget Managers submit budgets for operational/discretionary expenses (e.g., supplies, services, equipment) to Senior Accountant
- **April 18** – Senior Accountant imports operational/discretionary expenses into Colleague (Datatel)
- **May 24** – Deadline for Board Agenda items
- **June 8** – June Board Meeting – TENTATIVE BUDGET
- **September 14** – September Board Meeting – FINAL BUDGET

** Dates do not change from year to year*