

2017-2018 Budget Planning Timeline

December 2016

- **January 6** – Controller “Authorizes” new fiscal year in Colleague (Datatel)
- **February 3** – Budget Analyst sends salary and fringe benefit data to Budget Managers via Excel spreadsheet
- **March 3** – VP’s of Administrative Services & Central Services Budget Managers return final changes to salary and fringe benefit data to Budget Analyst
- **March 10** – Executive Vice Chancellor distributes budget targets
- **March 31** – Senior Accountant imports salary and fringe benefit data into Colleague (Datatel)
- **April 10** –VP’s of Administrative Services & Central Services Budget Managers submit budgets for operational/discretionary expenses (e.g., supplies, services, equipment) to Senior Accountant
- **April 17** – Senior Accountant imports operational/discretionary expenses into Colleague (Datatel)
- **May 23** – Deadline for Board Agenda items
- **June 14** – June Board Meeting – TENTATIVE BUDGET
- **September 13** – September Board Meeting – FINAL BUDGET