

## **2018-2019 Budget Planning Timeline**

### **December 2017**

- **January 5** – Controller “Authorizes” new fiscal year in Colleague (Datatel)
- **January 31** – Budget Analyst sends salary and fringe benefit data to Budget Managers via Excel spreadsheet
- **February 28** – VP’s of Administrative Services & Central Services Budget Managers return final changes to salary and fringe benefit data to Budget Analyst
- **March 9** – Executive Vice Chancellor distributes budget targets
- **March 16** – Senior Accountant imports salary and fringe benefit data into Colleague (Datatel)
- **April 16** – VP’s of Administrative Services & Central Services Budget Managers submit budgets for operational/discretionary expenses (e.g., supplies, services, equipment) to Senior Accountant
- **April 23** – Senior Accountant imports operational/discretionary expenses into Colleague (Datatel)
- **May 22** – Deadline for Board Agenda items
- **June 13** – June Board Meeting – TENTATIVE BUDGET
- **September 12** – September Board Meeting – FINAL BUDGET