

TIMELINE FOR BUDGET DEVELOPMENT

Date	Task
11/8/2023	Email Budget Request form to all faculty and staff
11/8/2023	Budget Instructions; T: Drive - Workbooks, Narrative Forms
12/11/2023	Schedule out grant personnel using actual payroll expenses
11/8/2023	Prepare Budget Templates (Blank)
12/7/2023	Email due date reminder to Faculty and Staff for Budget Request forms
12/11/2023	Faculty and Staff Budget Requests due to Org Managers
12/11/2023	Distribute Fees worksheets for review and updates
1/12/2024	Strategic Plan Discussion
1/12/2024	Projected Payroll Budget Due; Scenarios
1/12/2024	Final fixed cost estimates due
1/12/2024	Draft One: Departmental Budgets due
1/12/2024	Fees worksheets due
1/19/24 - 1/26/24	Budget Committee Reviews Dept Budgets
1/19/24 - 1/26/24	Transfer 'approved' budgets into templates
1/19/24 - 1/26/24	Review and Compile Program and Special Fees; Determine Revenue, update budget templates
1/19/24 - 1/26/24	Budget Analysis as necessary
1/26/2024	Review of Draft One; Determine need for Draft Two
2/7/2024	Draft Tuition & Fee projection and program fees to Board
2/9/2024	Draft Two (If Needed): Departmental Budgets due
2/12/2024 - 2/16/2024	Budget Committee Reviews Dept Budgets, Other Reductions; Tuition Increase
2/12/2024 - 2/16/2024	Budget Analysis as necessary
2/23/2024	Budget Committee presents Budget Data (Tentative Appropriation funding) to Executive Staff; Determine if more data collection is needed to make final decisions
2/28/2024	BOG Presentation Developed
3/6/2024	BOG: Presentation and Approval of Fees and Tuition Increase
March	Construct final budget (including P&L) with Board approved Fees, T&F rate
Early April	Tuition & Fee Requests due to Council 2 weeks after Legislative Session Adjourns
April	Enter Expenditure Schedules in OASIS (may wish to wait until Council approves increase)
4/30/2024	Expenditure Schedules Due to State (Firm date will be communicated from HEPC)
4/30/2024	BOG: Present Budget; Request Approval, if not received prior approval
June	Budget Approval by Council; CTCS provides forms for budget presentation
6/13/2024	Prepare Banner Budget Load
7/1/2024	Load Banner Budgets