

TIMELINE FOR BUDGET DEVELOPMENT

Date	Task
11/7/2025	Email Budget Request form to all faculty and staff
11/7/2025	Budget Instructions; T: Drive - Workbooks, Narrative Forms
11/7/2025	Prepare Budget Templates (Blank)
12/11/2025	Schedule out grant personnel using actual payroll expenses
12/8/2025	Email due date reminder to Faculty and Staff for Budget Request forms
12/12/2025	Faculty and Staff Budget Requests due to Org Managers
12/12/2025	Distribute Fees worksheets for review and updates
January 2026	Strategic Plan Discussion
1/16/2026	Projected Payroll Budget Due; Scenarios
1/16/2026	Final fixed cost estimates due
1/16/2026	Draft One: Departmental Budgets due
1/16/2026	Fees worksheets due
1/19/26 - 1/23/26	Executive Staff Reviews Dept Budgets
1/26/26 - 1/30/26	Transfer 'approved' budgets into templates
1/26/26 - 1/30/26	Review and Compile Program and Special Fees; Determine Revenue, update budget templates
1/26/26 - 1/30/26	Budget Analysis as necessary
1/30/2026	Review of Draft One; Determine need for Draft Two
2/6/2026	Draft Tuition & Fee projection and program fees to Board
2/9/2026	Draft Two (If Needed): Departmental Budgets due
2/10/2026 - 2/13/2026	Executive Staff Reviews Dept Budgets, Other Reductions; Tuition Increase
2/10/2026 - 2/13/2026	Budget Analysis as necessary
2/23/2026	Budget Data (Tentative Appropriation funding) Executive Staff; Determine if more data collection is needed to make final decisions
2/27/2026	BOG Presentation Developed
March	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)
4/30/2026	Expenditure Schedules Due to State (Firm date will be communicated from HEPC)
4/30/2026	BOG: Present Budget; Request Approval, if not received prior approval
June	Budget Approval by Council; CTCS provides forms for budget presentation
6/12/2026	Prepare Banner Budget Load
7/1/2026	Load Banner Budgets