

SSCC BUDGET DEVELOPMENT SCHEDULE

Fiscal Year 2010-11 Budget Request

Date	Activity
February 2, 2010	Fee Memo to budget administrators from Business Office
January 2010 – June 2010	President and VP of Administrative Services update College Council and College Community on budget issues.
March 17, 2010	President's Kick-off Meeting; Olympic Hall 1:30 PM – 2:30 PM
March 1, 2010 March 4, 2010 March 9, 2010 April 8, 2010	Fee Requests for 2010-11 FY due to the Business Office DBAR* to review Fee Proposals Cabinet to review and approve 2010-11 Fees Board of Trustees to review and approve 2010-11 Fees
April 2, 2010	Business Office provides 1011FY budget development sheets & PTF allocation with instructions to departments.
April 2 – April 26, 2009	Departments prepare budget proposals that align with <u>College-Wide Goals & Priorities</u> and <u>Budget Forecast</u> for 2010-11 FY.
April 9, 2010	Budget Development Workshop
April 26, 2010	Budget Planning Sheets from departments due to Vice Presidents
April 26 – May 10, 2010	Vice President's review of budget requests.
May 10, 2010	<i>Budget requests due to Business Office for compilation and review. Prioritized list of requests/savings due to Business Office & College Council.</i>
May 13 – 19, 2010 May 20, 2010	Budget Hearing presentations to College Council and the College Community College Council submit recommendations to President
May 20 – 25, 2010	President reviews budget with Campus Business Office
May 24, 2010	Budget discussions at SSCC President's Cabinet meeting
June 2, 2010	SSCC Public Hearing on President's Budget, Olympic Hall Auditorium 1:30 PM – 2:30 PM
June 8, 2010	District-wide Public Hearing
June 10, 2010	Board of Trustees reviews 10-11 FY budget for approval

**District Budget Accounting & Reporting group*